



# Microsoft Word For Beginners 2010

Alfred "Q" Poyser

© Kreative Learning Centres (Jamaica) 2010

All Rights reserved;

no part of this publication may be reproduced,  
stored in a retrieval system, or transmitted in  
any form or by any means, electronic,  
mechanical, photocopying, recording, or  
otherwise, without the prior written permission  
of the publisher.

Alfred Poyser



## **Table of Contents**

Introduction .....	2
Important keyboard Keys.....	3
The Microsoft Word Desktop .....	6
Saving .....	8
Retrieving documents .....	12
Closing .....	15
Blocking .....	15
Underlining .....	17
Italicizing .....	17
Emboldening .....	18
Choosing Fonts .....	20
Font Size .....	22
Changing Case .....	23
Dropped Caps .....	24
Text Alignment .....	26
Cutting .....	29
Copying .....	30
Pasting .....	31
Spelling and Grammar .....	33
Thesaurus .....	34
Page Setup .....	35
Printing .....	37
Emailing .....	39
Tables .....	42
Working with Pictures .....	52
Clip Arts .....	54

Inserting pictures from removable media .....	55
Auto Shapes .....	63
Word Art .....	66
Text Box .....	68
Mail Merge .....	70

## **INTRODUCTION**

Welcome to **Microsoft Word 2010 for Beginners**. With this booklet I will try to teach you the simplest ways to utilize Microsoft word 2010. I have included a few keyboard shortcuts for users who find the keyboard faster than the mouse. Even if you find the mouse easier, I would recommend that you learn the keyboard shortcuts just in case your mouse malfunctions in a time you least expect it as Murphy's Law states "whatever can go wrong will", you will still be able to continue with your document.

### **Aims of This Booklet**

With this booklet I aim to make Microsoft word 2010 so simple that even students in primary schools will be able to learn and understand word processing. This book will make it possible for students to master Microsoft word in primary and junior schools.

### **What is Microsoft Word?**

Microsoft Word 2010 is a word – processing software which enables you to create, edit and view your document before you

actually print these in whatever format you may envision them. You may require tables, charts, or even pictures in your document. These would be impossible using a typewriter. With Microsoft Word all these functions and more are possible.

## **Section 1            The Document Unit 1 The Keyboard**

### **Important Keys**

The following keys play important roles in Microsoft Word:

- |              |               |
|--------------|---------------|
| 1. Shift     | 7. Ctrl       |
| 2. Caps lock | 8. Arrow Keys |
| 3. Enter     | 9. Delete     |
| 4. spacebar  | 10. Backspace |
| 5. Tab       | 11. Alt       |
| 6. Home      | 12. End       |

**The Shift Keys** are used to capitalize individual letters. Hold down one of the Shift Keys while you press the letter you wish to type in upper case. Release the Shift key and continue to type in lower case.

**The Caps Lock Key** is used to capitalize words or sentences. Press the Caps Lock once (*a green light over the number keypad should come on*) and type the words or sentence you wish to present in upper case. When you are through depress the Caps Lock Key (*The Caps Lock Light should go off over the number keypad*) and continue to type in the lower case.

**The Enter Key** is used to move the cursor to beginning of a new line. When the Ctrl key is held down while you press the Enter key the cursor will move to the beginning of a new page.

**The spacebar** is used to move the cursor one character space to the right.

**The Tab key** is used to move the cursor to specific tab stops. These are locations on the horizontal ruler that indicates how far to indent text or where to begin a column of text as used in the indentation at the beginning of paragraph.

**The Home Key** is used to position the cursor to the beginning of the line in use. When press simultaneously with the Ctrl key, the cursor is moved to the beginning of the document. When press in conjunction with the shift key the line in use is blocked from the point of the cursor to the start of the line. When press in conjunction with the Ctrl & Shift keys the document is blocked from the point of the cursor to the beginning. The mouse may also be used by clicking the left button once after the pointer has been positioned at the desire location.

**The End Key** is used to position the cursor to the end of the line in use. When press simultaneously with the ctrl key, the cursor is moved to the end of the document. When pressed in conjunction with the shift key the line in use is blocked from the point of the cursor to the end of the line. When pressed in conjunction with the Ctrl & Shift keys the document is blocked from the point of the cursor to the end of the end of the line. The mouse may also be used by clicking the left button once after the pointer has been positioned at the desired location.

**The Control Key (Ctrl)** is used in conjunction with other keys to execute commands and quick shortcuts.

**The Arrow Keys** are too used to move and position the curser one character up, left, or right. When used in conjunction with the Ctrl key the curser is moved across one word. When used with the shift key, letter at a time is blocked. When used in conjunction with the Ctrl & Shift Keys one word at a time is blocked. The mouse may also be used by clicking the left button once after the pointer has been positioned at the desired location.

**The Delete Key** is used to erase text, blank lines or space, one character at a time from right to left. (i.e. From the beginning of a word) When used in conjunction with Ctrl Key the whole word is erased.

**The Backspace Key** is used to erase text, blank lines or space, one character at a time from right to left. (i.e. From the end of a word). When used in conjunction with the Ctrl Key the whole word is erased.

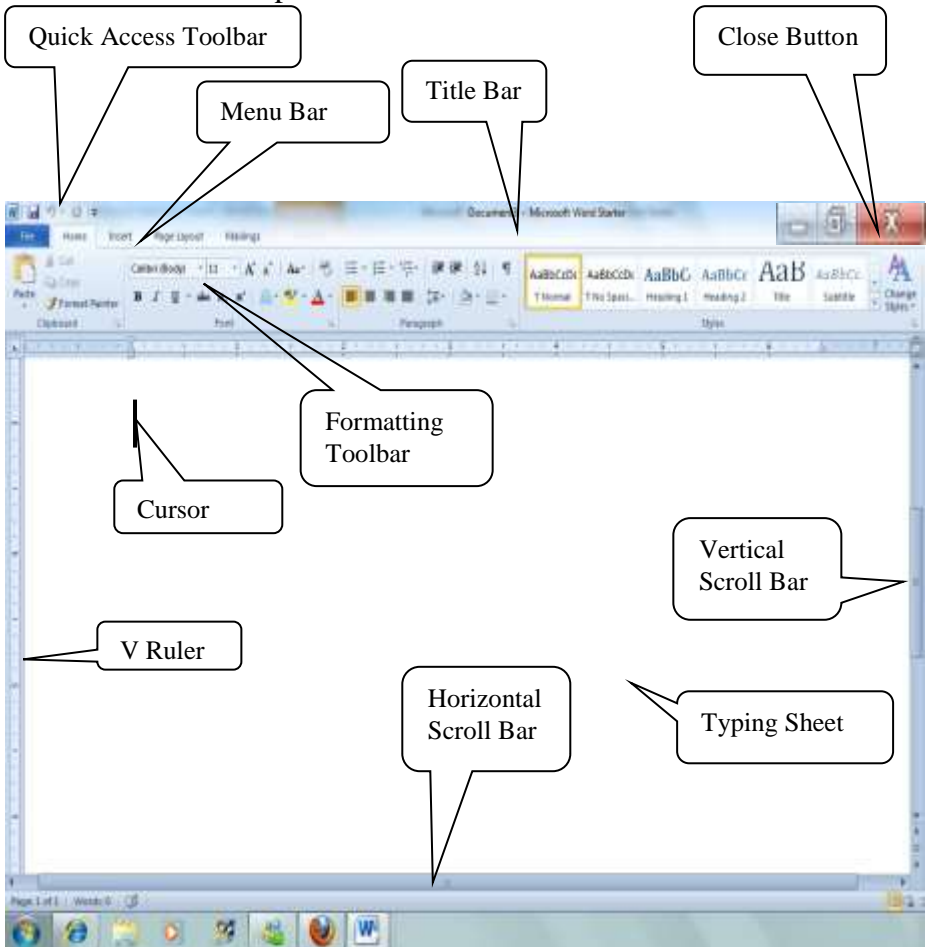
**The Alt Key** is used with other keys to execute quick Commands and shortcuts. When used in conjunction with any of the underlined letters on the toolbar, the drop – down menu for that menu will show.

For example “**Alt**” + “**F**” will reveal the „File“ drop – down menu, allowing you to Open, Save, or even print a document.

### Notes:

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper has a slight shadow on its right side, suggesting it's resting on a surface.

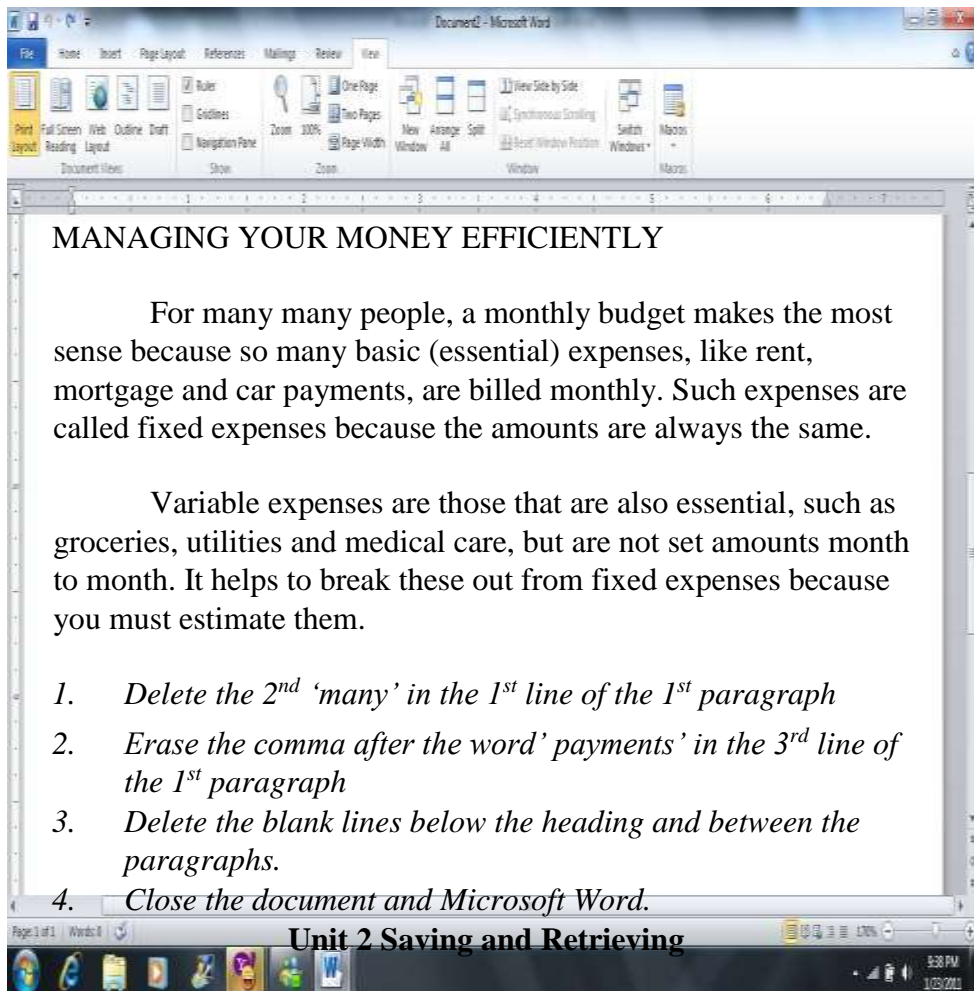
When you first open Microsoft Word 2010 you will see a blank screen like the one below. Some of the parts of this Microsoft Word 2010 desktop are named below.



You will notice that the Microsoft 2010 desktop is different from that of Microsoft 2003 and previous. The icons from the standard toolbar may be found under the **File** tab from the Menu bar.

### Assignment 1

Type the following paragraph utilizing the keys you have just learnt. Try not to use the mouse until you have mastered the use of the keys on the keyboard. Remember not to use the space bar for the indentation at the beginning of the paragraph, and look out for the blank line between paragraphs. Microsoft word automatically starts a new line if you continue to type when the cursor reaches the end of a line. This called word wrap. Use the “**Enter**” Key only to start a new paragraph.






## **Saving Your Documents**

The computer is indeed a compact office and it should be treated as such. In the same way that people would put files into folders and store these folders in a filing cabinet; Microsoft Word 2010 allows you to save your documents (files) into folders on the hard disk or on smaller compact Disks (CD) or floppy diskettes for future use. Microsoft Word offers many easy options for saving your documents, a few of which will be used in this booklet.

The save dialogue box may be viewed by using the following strategies:

1. Pressing the „**F12**“ key located in the row of function keys at the top of the keyboard.
2. Pressing the „**Ctrl**“ key in conjunction with „**S**“.
3. Using the right mouse button to click on the **File** menu and choosing **Save As** from the drop down menu.
4. Using the right mouse button to click the Save icon located on the quick access toolbar directly above the menu bar at the top of the desktop. The Save Icon is in the form of a diskette. The image shows a portion of the Microsoft Word Quick Access Toolbar. It contains several icons: the Microsoft Word application icon (a blue 'W' in a white square), a Save icon (a blue floppy disk), a Recent Files icon (a blue document with a magnifying glass), and a View icon (a blue magnifying glass over a document). The Save icon is the one being referred to in the text.

There is a difference between **Save As** and **Save**.

**Save As** creates and names new document and is achieved by using methods 1 and 3 above.

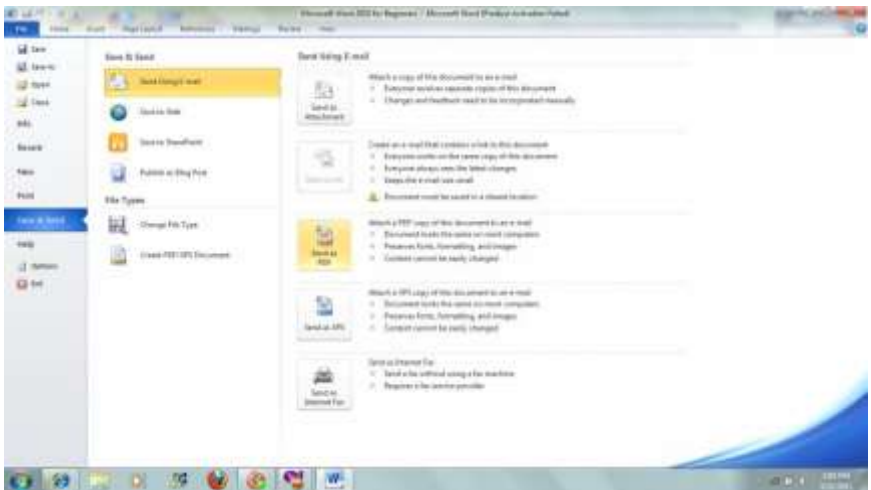
**Save** integrates changes into an already created/saved document and is achieved by using methods 2 and 4 above.

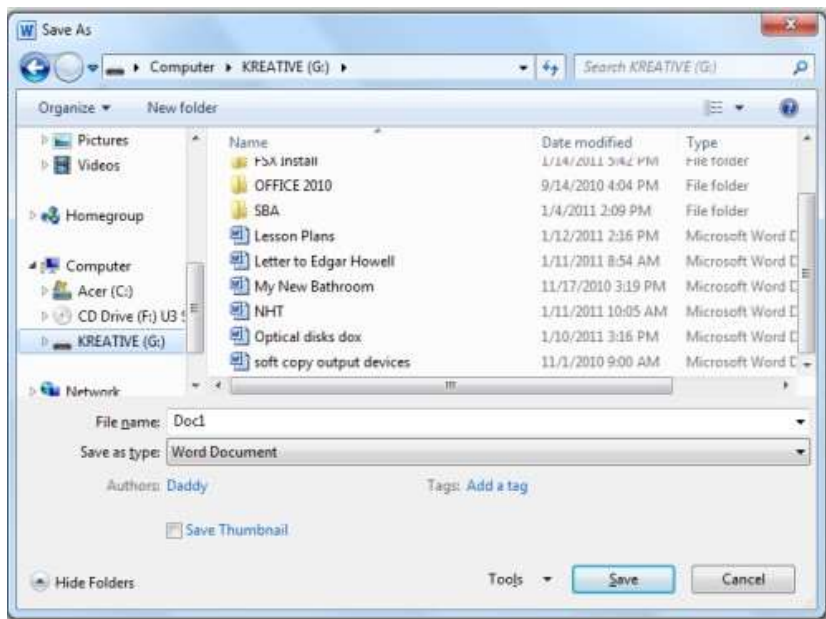
If the document was not previously saved, all methods will achieve the **Save As** dialogue box.

You will notice that the file menu in Microsoft Word 2010 is different from that of earlier versions, which have the icons from the current „File“ menu located on the standard toolbar



Microsoft Office 2010 also allows us to save our documents in PDF format and also enables us to email these documents directly from Microsoft Word using an installed mail client





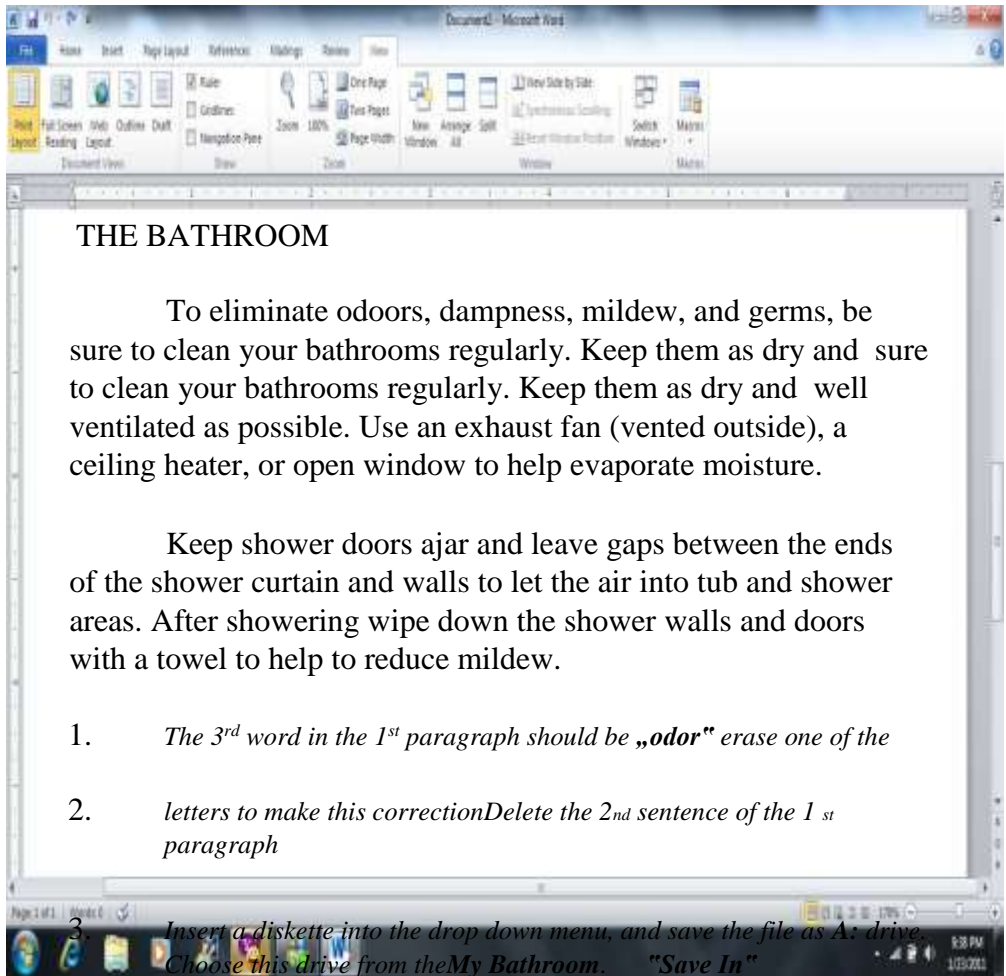
After attaining the save dialogue box use the following procedures:

1. Choose the directory and folder to save your document in from the options on the left hand side of the dialogue box. The USB Drive **KREATIVE (G:)** is chosen in the example.
2. Type your file name in the area allotted **File Name**
3. Press the **Enter** key, or position the mouse pointer on the **Save** button and click the left mouse button once.

You may also choose to save your document in a format which may be opened in lower versions of Microsoft Word by clicking the drop down menu labeled **Save as type** and choosing **Word 972003 Document**. This will ensure that your document may be opened on machines which have Microsoft Word 2003 or lower.

## Assignment 2

Type the following passage. Remember to utilize the strategies learnt and practiced in assignment 1.

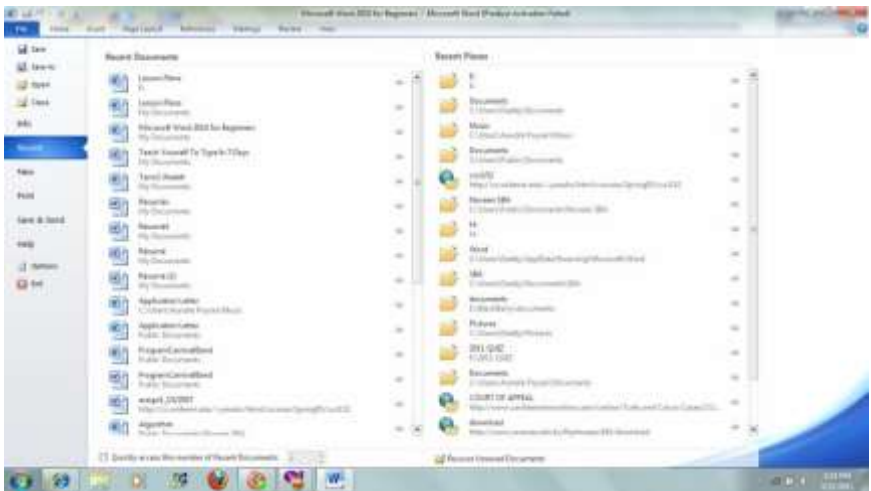


## Unit 3

## Retrieving saved Documents

In an actual office you would be able to open your filing cabinet and retrieve a folder with stored files. In the same way Microsoft Word allows you to retrieve saved files from your folder and disks in your virtual office – your computer. Microsoft Word offers many easy options for retrieving (opening) your document, a few of which will be used in this booklet.

If the file was opened recently, you may open it by clicking on the „file” menu, clicking the „**Recent**” tab and choosing it from the list recently modified documents.



**Notes:**

---

---


---

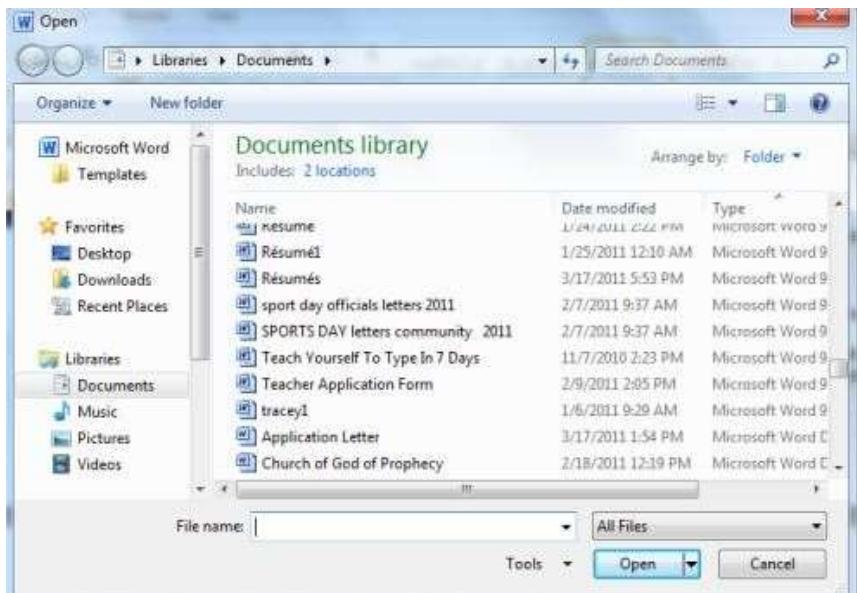
If the file was not used recently the following methods may be used to attain the file open dialogue box:

The Open dialogue box may be viewed by using the following strategies:

1. Pressing the „**Ctrl + F12**“ keys. or
2. Pressing the „**Ctrl**“ key in conjunction with „**O**“. or
3. Using the right mouse button to click on the **File** menu and choosing „**Open**“ from the drop down menu.



4. Using the right mouse button to click the Save icon located on the quick access toolbar directly above the menu bar at the top of the desktop. The Save Icon is in the form of a diskette. 



After attaining the Open dialogue box use the following procedures to retrieve your required document.

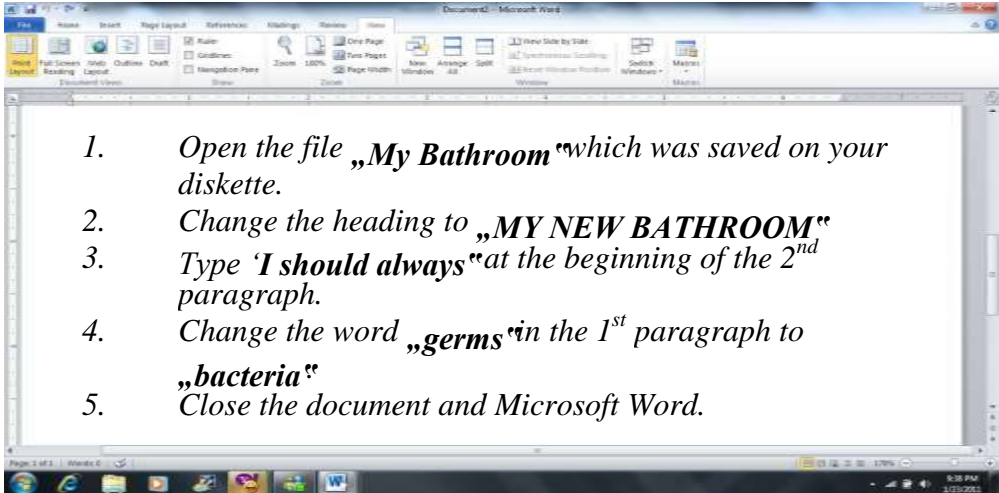
1. If you remember the name of the required document you may type it in the field labeled „File name“ Or
- 1A you may choose your folder or disk drive from the list on the immediate left and scroll through the list of available files on the right until you find the required document, then click that document.
2. Press the enter key or click the „Open“ button
3. Now you have opened your document.

## Closing

**CTRL + F4** this action should close your Microsoft word document, while leaving the program open.

To close the entire program use the **Alt + F4** combination of keys

## Assignment 3



## Unit 4

### Blocking and Altering Text formats

When you use a typewriter or when you write, in order to make changes you would normally highlight the mistakes or words to which you intend to make changes with a highlighter or marker then you would retype or rewrite the passage with new changes. Microsoft word allows you to highlight and make changes without retyping the whole document. In Microsoft word you are able to underline words, Make the letter bold or brighter, change the size of font of style of writing used and even change the case from upper to lower case (common to capital letters) without retyping the document.



## Blocking


As explained in chapter 1, there are numerous ways to highlight text in Microsoft word using either the mouse or the keyboard.

1. **Shift + →** = block right 1 character at a time
2. **Shift + ←** = block left 1 character at a time
3. **Shift + ↑** = block up line at a time
4. **Shift + ↓** = block down line at a time
5. **CTRL + SHIFT + →** = block right by one word
6. **CTRL + SHIFT + ←** = block left by one word
7. **CTRL + SHIFT + ↑** = block up by one paragraph
8. **CTRL + SHIFT + ↓** = block down by one paragraph
9. **SHIFT + Home** = block to the start of the line
10. **SHIFT + End** = block to the end of the line
11. **Ctrl + SHIFT + Home** = block to the start of the paragraph
12. **Ctrl + SHIFT + End** = block to the end of the paragraph
13. **Ctrl + A** = Block the entire document
14. Double click a word with the left mouse button to block the word
15. Triple click anywhere in a paragraph to block the whole paragraph.
16. Position the mouse cursor at a point where you intend to start blocking, press and hold down the left mouse button while you move the mouse in the direction you intend to block. Release the mouse button when you have reached your block destination.

After successfully blocking your text, you are now ready to change its format. Microsoft Word offers many formats which may be used to enhance the appearance of your documents. We will learn some of these formats in this chapter.


### **Underlining Text**

Microsoft Word offers many underlining features and numerous methods of Underlining text using either the mouse or the keyboard. Some of these methods are given below.

1. After you have blocked an area of text you may draw a single line under it by pressing **Ctrl + U**.
2. You may also use the left mouse button to click on the underline icon  on the Formatting Toolbar.
3. Block the area you wish to modify. Right click the blocked area and choose **Font** in order to reveal the Font dialogue box. From here you may choose the underline style you wish to use and the colour of the underline as well as other formatting features which affect the font.

### **Italicizing Text**


Microsoft Word offers many features to change the look of your text. One commonly used feature is the feature of *italics*. There are numerous methods of applying *italics* to text using either the mouse or the keyboard. Some of these methods are given below.

1. After you have blocked an area of text you may change your text into italics by pressing **Ctrl + I**.
2. You may also use the left mouse button to click on the Italics icon  on the Formatting Toolbar.
3. Block the area you wish to modify. Right click the blocked area and choose **Font** in order to reveal the Font dialogue box. From here you may choose the underline style you wish to use and the

colour of the underline as well as other formatting features which affect the font.

### **Emboldening Text**

Unlike the traditional typewriter, Microsoft Word allows you to print text that is brighter and bolder than the normal text. This type of text is known as **bold** text. This feature can be utilized by either the mouse or the keyboard using one or more of the following methods.

1. After you have blocked an area of text you may draw a single line under it by pressing **Ctrl + B**.
2. You may also use the left mouse button to click on the underline icon  on the Formatting Toolbar.
3. Block the area you wish to modify. Right click the blocked area and choose **Font** in order to reveal the Font dialogue box. From here you may choose the underline style you wish to use and the colour of the underline as well as other formatting features which affect the font.

### **Notes:**

---

---

---

---

---

---

---

---

---

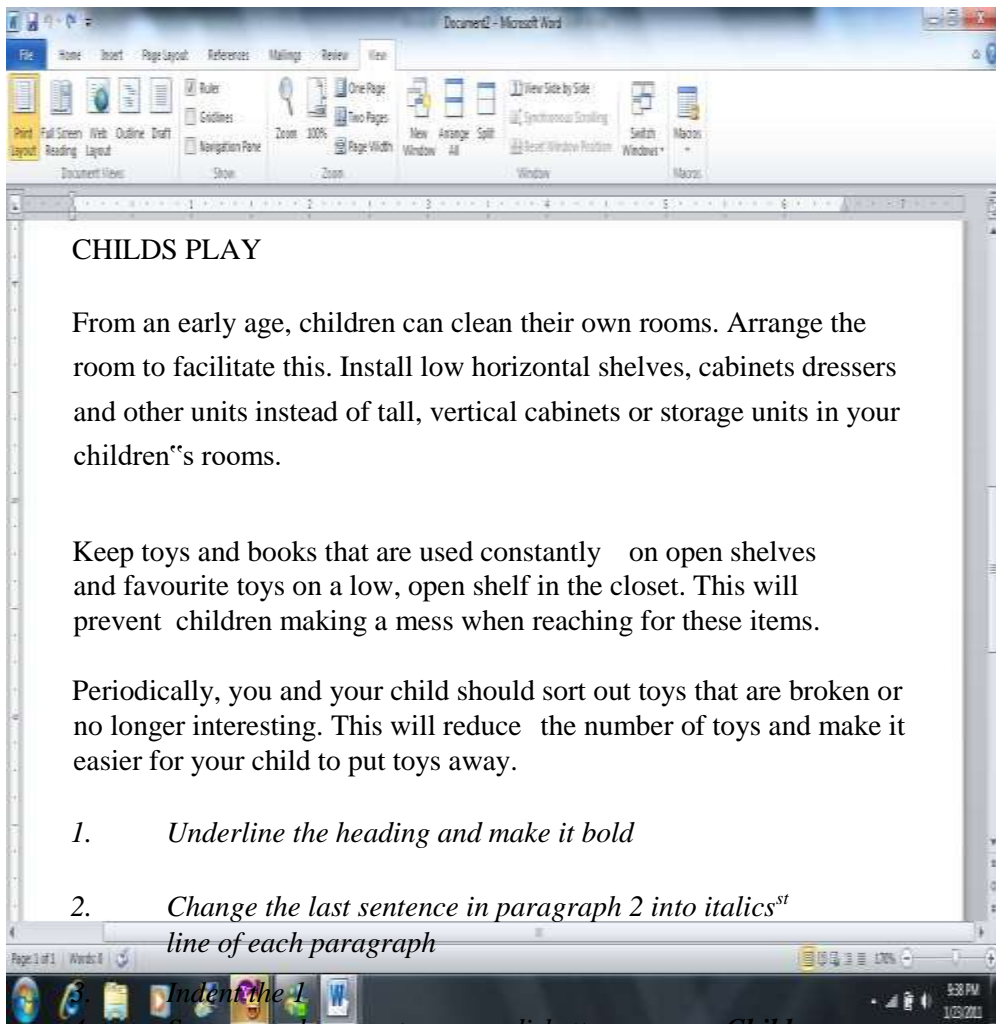
---

---

---

### **Assignment 4**

Type the following passage then follow the instructions below.



## CHILDS PLAY

From an early age, children can clean their own rooms. Arrange the room to facilitate this. Install low horizontal shelves, cabinets dressers and other units instead of tall, vertical cabinets or storage units in your children"s rooms.

Keep toys and books that are used constantly on open shelves and favourite toys on a low, open shelf in the closet. This will prevent children making a mess when reaching for these items.

Periodically, you and your child should sort out toys that are broken or no longer interesting. This will reduce the number of toys and make it easier for your child to put toys away.

1. *Underline the heading and make it bold*
2. *Change the last sentence in paragraph 2 into italics<sup>st</sup> line of each paragraph*
3. *Indent the 1*
4. *Save your document on your diskette as Childs Play*
5. *Close your document and Microsoft Word.*

### Notes:

---

---

---

## Unit 5

### Working With Fonts

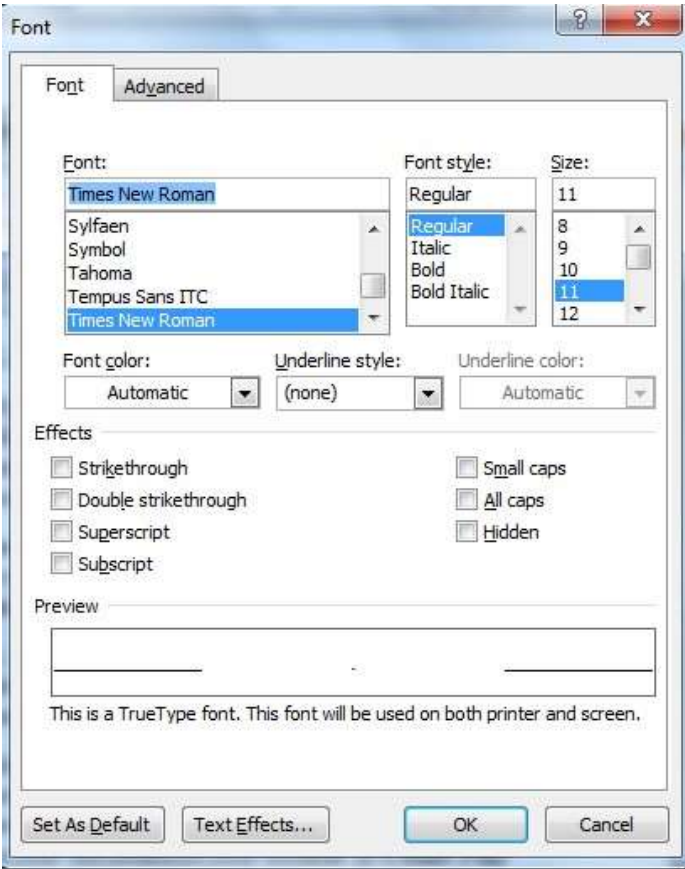
#### Choosing Fonts

With a traditional Typewriter you would be able to present documents using only one style, and there is not much difference with conventional handwriting styles. Yes it is true that we are able to change our hand writing and even copy different writing styles, but we will all agree that this takes a lot of time and effort. Microsoft Word allows us to choose from among numerous print styles called **Fonts** and implement them in our documents in little or no time.

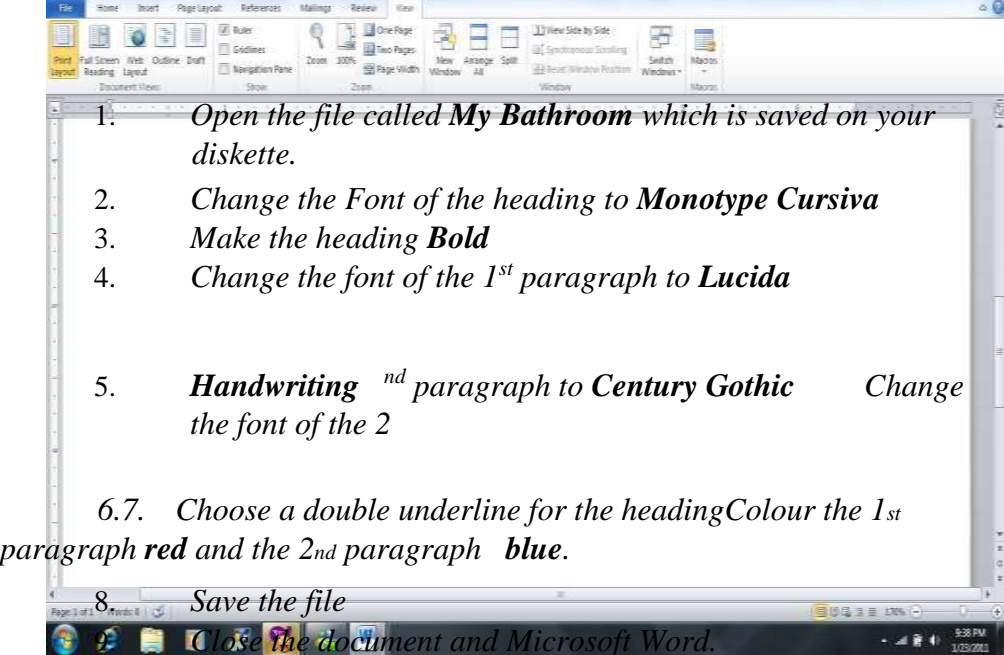
Before we change our font style we should block the area that we intend to change. After blocking we can follow any of the methods listed below.

1. Press **Ctrl + Shift + F** should bring up the Font Dialogue Box.

From this dialogue box you may choose the Font, Style, size, color, underline style and effects. A preview of your changes is also available for viewing. You may also make changes to the font of your documents directly from the font toolbar found on the **Home** menu



**Assignment 5**



## Notes:

---

---

---

---

---

---

## Changing Font Size and Case

Have you ever marveled at the sight of a document with letters of varying sizes shapes and colours? It is possible that that document was done using Microsoft Word. Let us look at the different ways of enhancing the presentation of our documents.

## Changing Font Size

After blocking your text, use one or more of the following procedures to change the font size.

1. Position the mouse pointer on the arrow beside the **Font Size** dialogue box which is located on the Formatting Toolbar and use the left mouse button to click once, revealing a list of font sizes, from which you may choose the required Font size. Remember that your formatting toolbar is located on the **Home** Menu.



2. Press **Ctrl + Shift + F** should bring up the Font Dialogue Box. From here you may choose your preferred Font size.
4. **Ctrl + [** = Increase text by one font size at a time
5. **Ctrl + ]** = decrease text by one font size at a time

### Notes:

---

---

---

---

## Changing the Case

Have you ever typed a section of your document, then realized that you really wanted to type it using all capitals, or you wanted to type the first letters of each word in capital letters? This must cause have cause you some discomfort having to erase and retype the whole section. This problem has been remedied. Microsoft Word allows us to change between lower case, UPPER CASE, (all capital letters), Sentence case, (the 1<sup>st</sup> letter of the first word is capitalized) and Title Case (the 1<sup>st</sup> letter

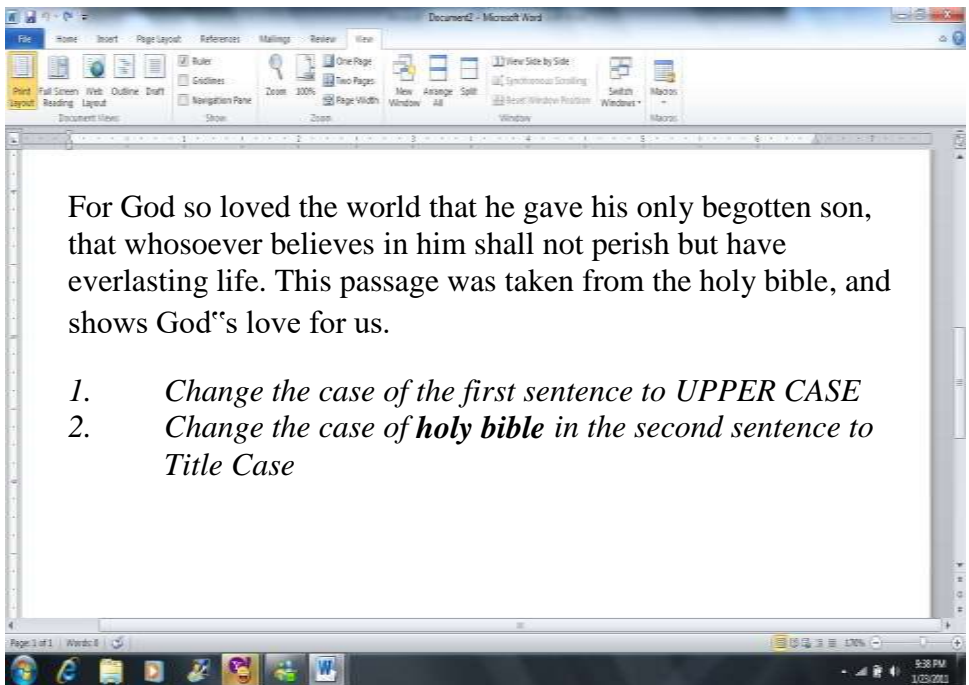


of each word is capitalized), without retyping the document by following one or more of the following methods. Please remember to block the text before you attempt to change case.

1. **Shift + F3** will change the highlighted text from lower case to UPPER CASE and from UPPER CASE to Sentence case or Title Case.

### **Assignment 6**

Type the following paragraph and make the recommended changes



**Dropped Caps** being much larger than the rest of the text in the document?

# H

ave you ever seen documents with the first letter of a paragraph

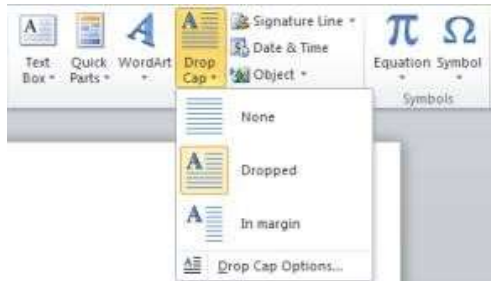
Sometimes it is as much as four lines deep. What a marvel it must have been for you. Well you can do it also. This type of capitalization is called **dropped Caps**. Let us learn how it is done.

In Microsoft Office 2010, it is not necessary to block the first letter of the paragraph in order to transform it into a dropped capital. Just make sure that the cursor is somewhere in the paragraph to which you intend to apply the Dropped Capital and follow one of the methods below.

1. Pressing the **Alt + O + D** keys one at a time will reveal the **Dropped Caps** dialogue box. From here you may choose the type of dropped cap, the font style to use with the dropped cap, the size in number of lines and the distance away from the text of the dropped capital.

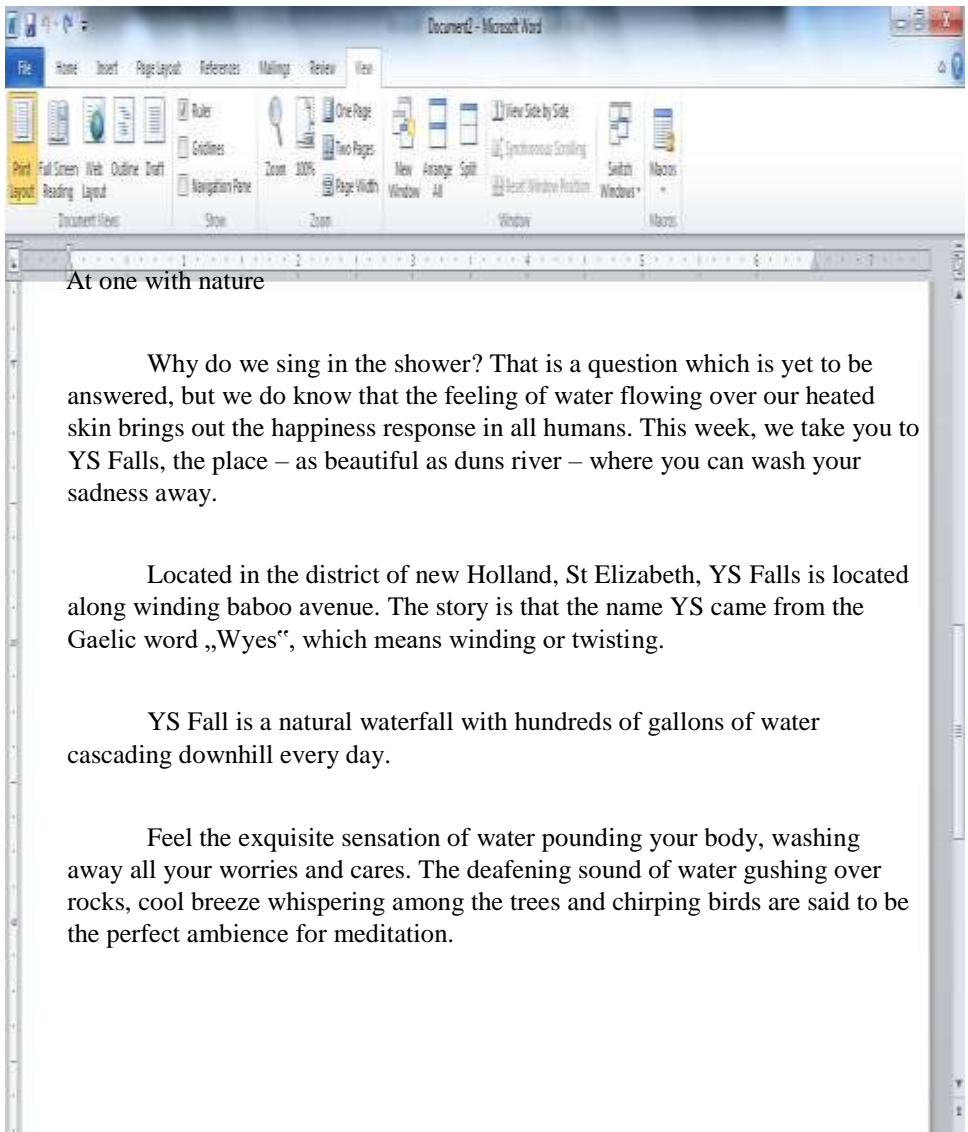


2. You may also click the new integrated **Insert** toolbar tab and locate the **Text** mini dialogue box located within this integrated **Insert** toolbar. Choose Drop Cap and click your desired



## **Assignment 7**

Type the following passage then carry out the functions stated below.



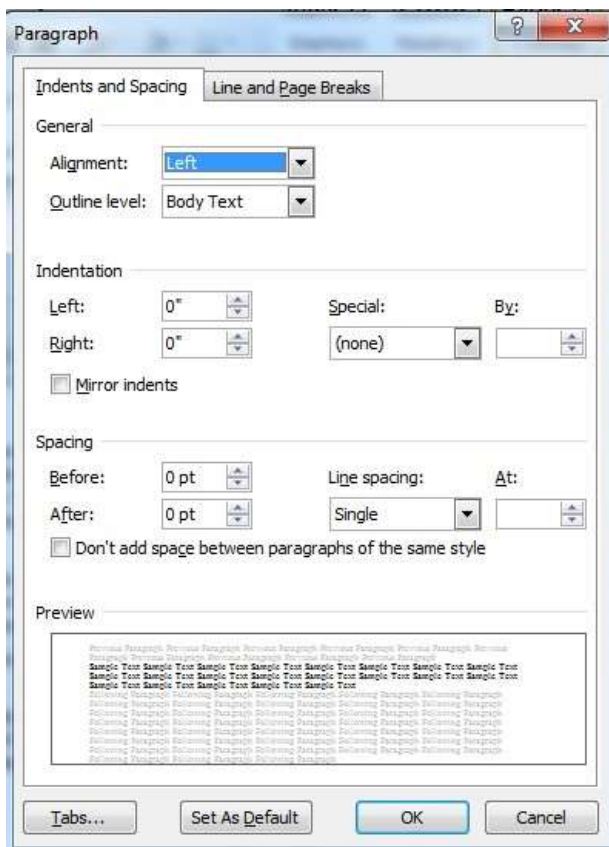
1. Save the file as **Nature**
2. Change the case of the heading to title case
3. Bold and double underline the heading
4. The font of the heading should be Amaze
5. The font size of the heading should be 24
6. Change the font of the body to Monotype Corsiva size 16
7. Change the font colour of the heading to red and the body to blue
8. Dropped Cap the first letter of each paragraph to three lines
9. Change the case of **bamboo avenue** to title case 10. Change the case of the 3<sup>rd</sup> paragraph to upper case
11. Change the case of **duns river** to title case.

## Unit 6

### Text Alignment

When preparing your documents you may choose to have your text justified so that you see both left and right margins running in a straight line. You may also choose to align the text to the left or right margin; or you may choose to center your text on the page. Whatever the preferred orientation, there are many ways to do them using Microsoft Word. Let us try a few of them. *(This paragraph is justified)*

1. Pressing the **Alt + O** keys in conjunction will reveal the **Format** drop-down menu. Pressing **P** will take you to the **Paragraph** dialogue box. From here you may choose the preferred alignment from the **Alignment** drop-down menu. The available methods of alignment include Left, Centre, Right, and Justified. *(This paragraph is left aligned)*

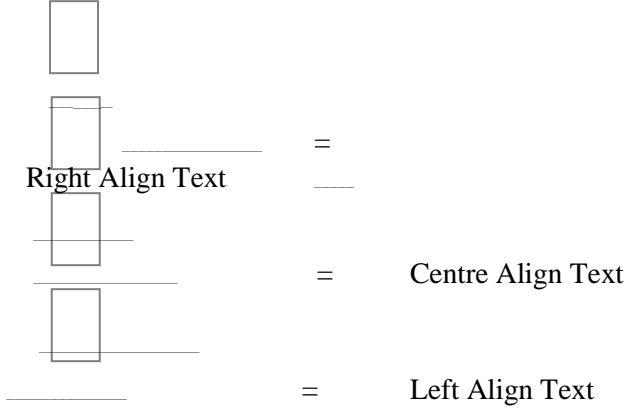


2. A mini paragraph dialogue box is also located within the home tab on your menu bar. From here you can choose your preferred method of alignment. *(This paragraph is centre aligned)*



Position the mouse pointer on the icon for the required alignment and use the left mouse button to click once. (The alignment icons are listed below.)

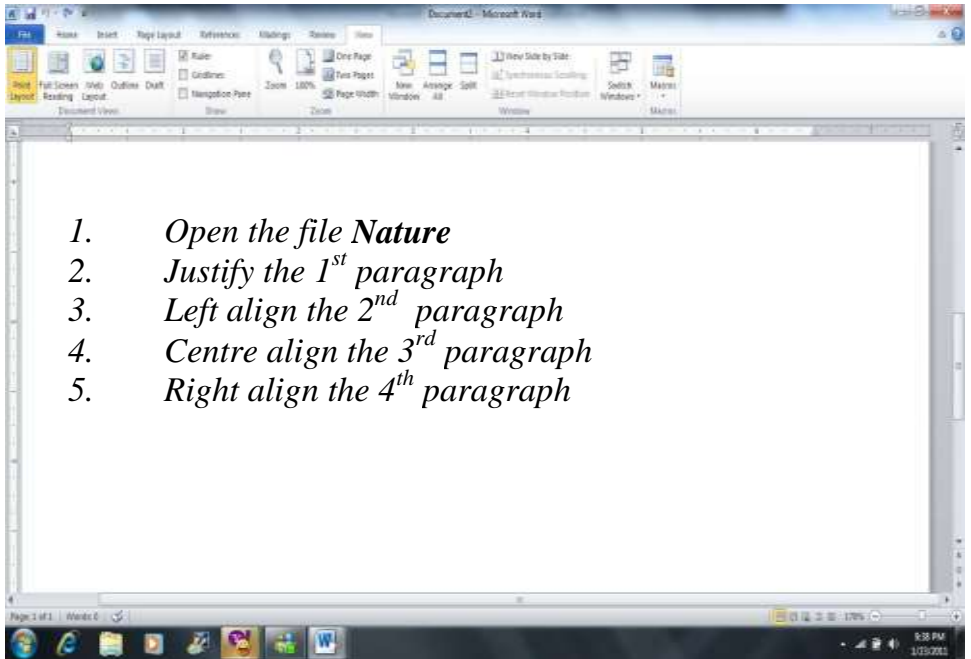
\_\_\_\_\_ = Left Align Text



3. Block the paragraph you intend to align and use one or more of the keyboard shortcut commands listed below.

- (i) **Ctrl + J** = Justify Text
- (ii) **Ctrl + R** = Right Align Text
- (iii) **Ctrl + E** = Centre Align Text
- (iv) **Ctrl + L** = Left Align Text

### **Assignment 8**

[illegible]

## Unit 7

Sometimes you are called upon to prepare documents that have some similar text to documents that you have prepared and saved earlier. It would save you a lot of time and energy if you did not have to do the entire document again, wouldn't it? Well Microsoft Word allows you to cut or copy from one section of a document and paste it in another or even from one document to another.

### Cutting

When you cut text from one area of a document, it ceases to exist in that document and lies temporarily on the virtual clipboard until it is pasted elsewhere. Before you cut text from an area you need to block that area. In the case of text from another document; open the required document, block the area and follow one or more of the following instructions.

#### **Ctrl + X**

1. Or These actions will cut the highlighted area and **Shift** + **Del** store it on the virtual clipboard.
2. Pressing the **Alt + E + T** keys in conjunction will cut the highlighted area and store it on the virtual clipboard.
3. You may also click the cut icon on the clipboard dialogue box located on within the **Home** tab on the menu bar. The cut icon is in the form of an open pair of scissors.



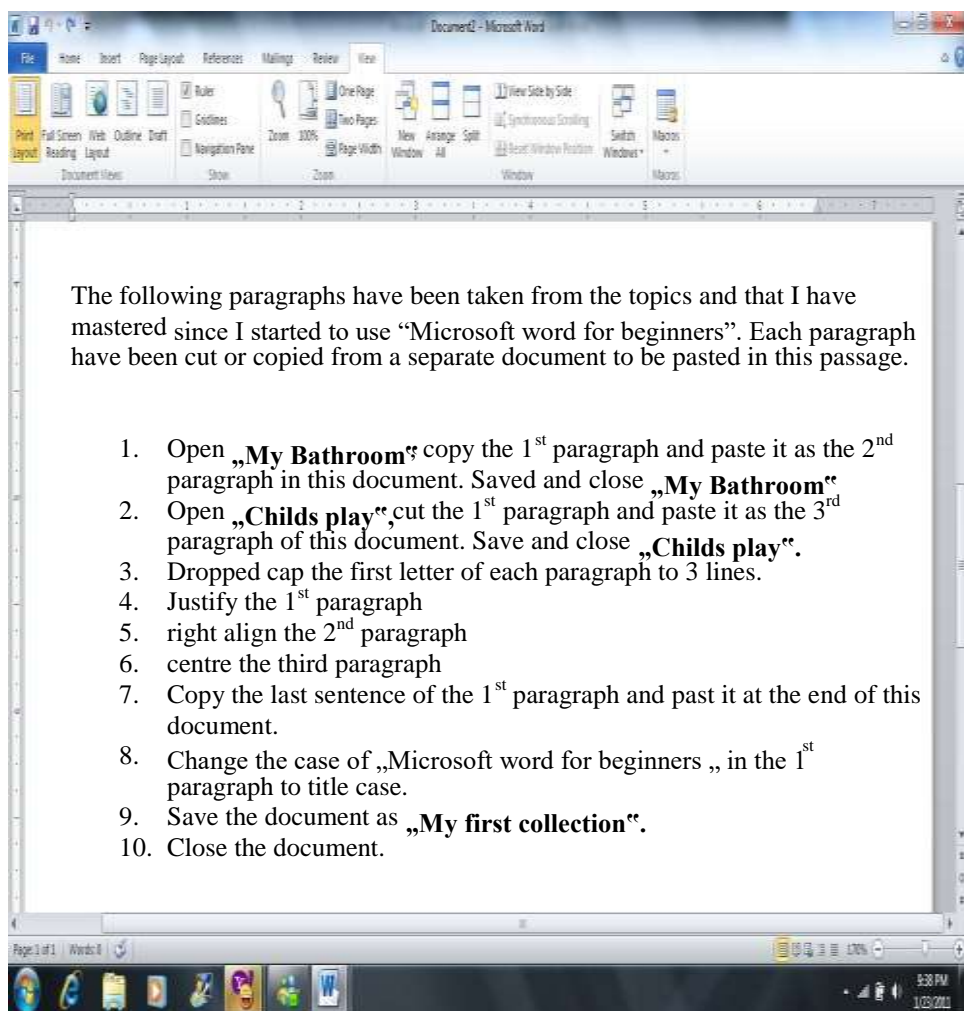
### Copying

When you copy text from one area of a document, it remains in that document as it is temporarily copied on to the virtual clipboard where it remains until place elsewhere. Before you copy text from an area you









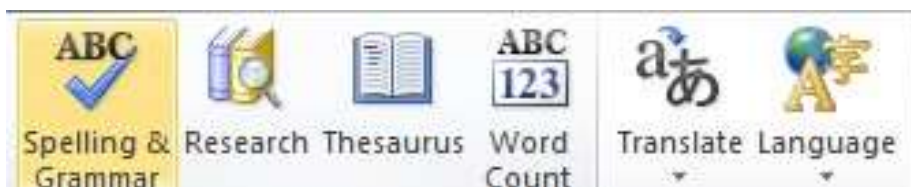
## Unit 8 Academic Editing

When writing or using a traditional typewriter, we have to be very careful that we do not make spelling or grammatical errors. With Microsoft word we are able to check our spelling and grammar after we have finished typing our document. We may even use a thesaurus to change words to better sounding ones. In Microsoft word, spelling errors are marked with a red line under the misspelled word.

Grammatical errors are marked with a green line under the incorrect sentence or clause. These are numerous ways to correct our spelling and grammatical errors, some of which we will look at now.

### **Spelling & Grammar Check**

1. Position the mouse pointer on the word or phrase marked with the red or green line and click once with the right mouse button. A drop down menu will come up. Choose from the list of words available for correction, or choose to run spell check the whole document by using the left mouse button to click on „spelling“.
2. Pressing the **ALT + T + S** keys in conjunction will start the spelling and grammar check of the document.
3. The Spelling and Grammar icon may also be found on the proofing mini dialogue box which is located within the **Review** tab on your menu bar.



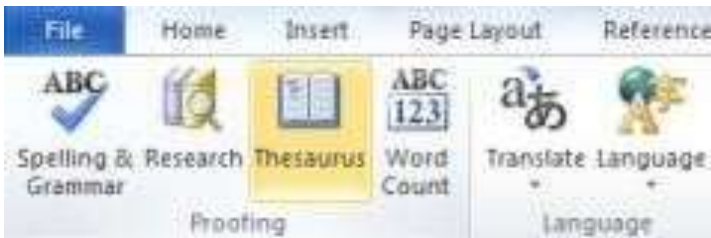
4. Using the left mouse button to click on the „Spelling & grammar“ icon on the toolbar will also start the spelling and grammar check of the document.(This button has ABC and a check mark on it ).

### **Thesaurus**

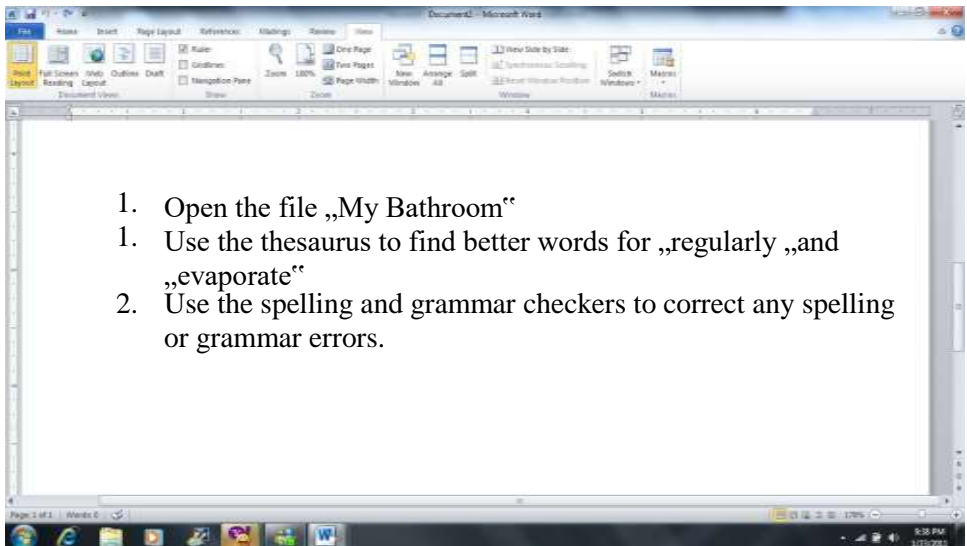
1. Position the mouse pointer on the word for which you desire a better word and click once with the right mouse button. A drop

down menu will come up. Put the mouse pointer on synonyms, another drop down menu will come out. Choose from the list of words available or choose thesaurus using the left mouse button.

2. The Thesaurus icon may also be found on the proofing mini dialogue box which is located within the **Review** tab on your menu bar.

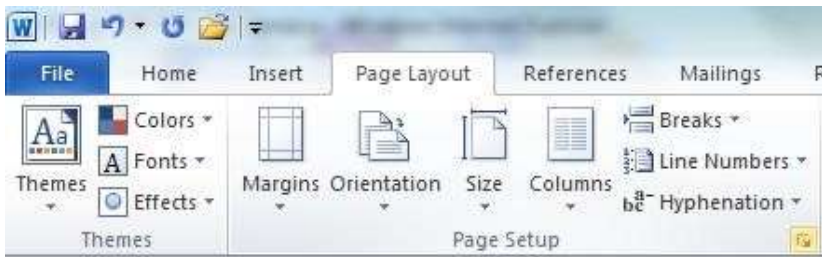


## ASSIGNMENT 10



## Unit 9 Page setup

Sometimes it is necessary to change the page size, orientation, margins as well as other page settings of our documents. With Microsoft Word 2010 this may be done before, during or after the creation of the document. With traditional writing you would have to discard of an already created document and redo it with the required changes. Microsoft Word 2010 has integrated a mini **Page Setup** dialogue box within the **Page Layout** tab on the new and improved Menu Bar. Each option within the **Page Setup** dialogue has a small downward pointing triangle. Clicking this triangle will reveal the most commonly used options from the selected action. You may customize your settings by choosing **Custom** for the selected choice, at the bottom of the dropdown menu.



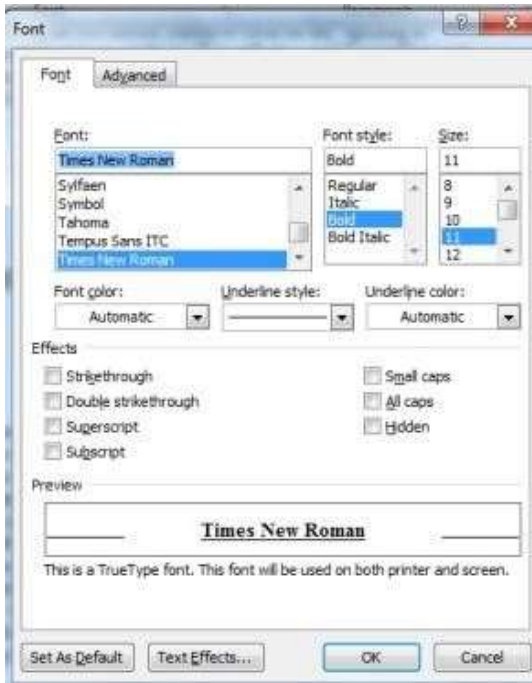
### Margins

Margins are the spaces between the edge of the page and the beginning or end of the text. Let us learn how to set our page margins.

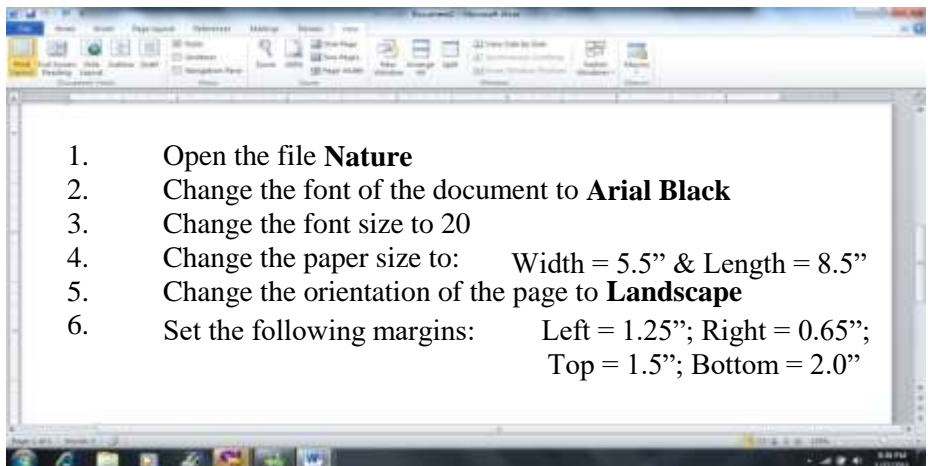
### Orientation

Page orientation determines whether we print along the length of the page (portraits), or across the width of the page (landscape). The instruction for setting the orientation of our page is similar to those for setting the margins.

The page setup dialogue box may also be achieved by clicking the small arrow at the bottom right hand corner of the mini page setup dialog box. This button is highlighted in yellow in the diagram above



## Assignment 11

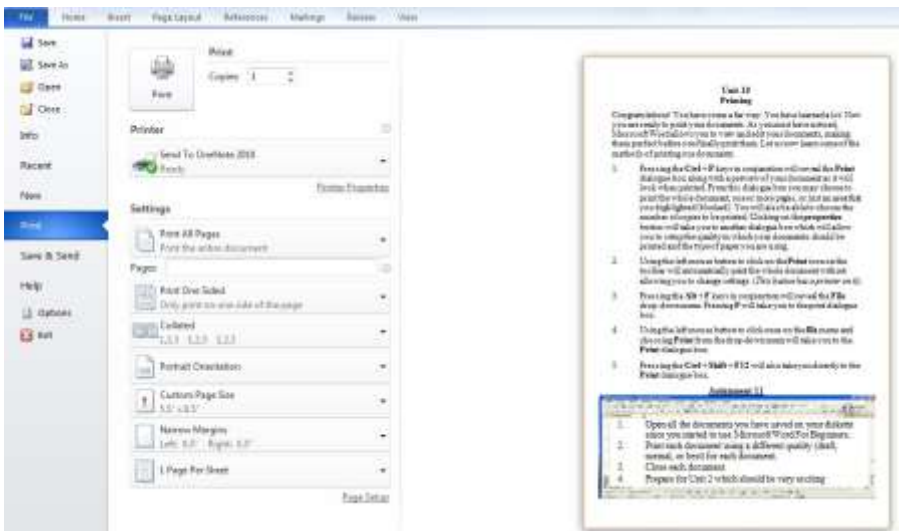


1. Open the file **Nature**
2. Change the font of the document to **Arial Black**
3. Change the font size to 20
4. Change the paper size to: Width = 5.5" & Length = 8.5"
5. Change the orientation of the page to **Landscape**
6. Set the following margins: Left = 1.25"; Right = 0.65"; Top = 1.5"; Bottom = 2.0"

## Unit 10 Printing

Congratulations! You have come a far way. You have learned a lot. Now you are ready to print your documents. As you must have noticed, Microsoft Word allows you to view and edit your documents, making them perfect before you finally print them. Let us now learn some of the methods of printing our documents.

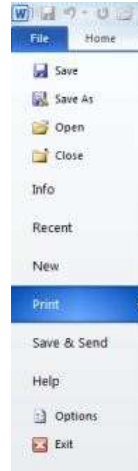
1. Pressing the **Ctrl + P** keys in conjunction will reveal the **Print** dialogue box along with a preview of your document as it will look when printed. From this dialogue box you may choose to print the whole document, one or more pages, or just an area that you highlighted (blocked). You will also be able to choose the number of copies to be printed. You may also choose the printer from which to print your document as well as setup the quality in which your documents should be printed and the type of paper you are using.



2. Pressing the **Ctrl + Shift + F12** will also take you directly to the **Print** dialogue box.



3. You may also achieve the print dialogue box from within the **File** menu on the enhanced menu bar



## Assignment 12

A screenshot of a Microsoft Word document window. The document contains a list of four instructions. The window title is 'Document1 - Microsoft Word'. The ribbon shows 'File', 'Home', 'Insert', 'Page Layout', 'References', 'Mailings', 'Review', and 'View'. The status bar at the bottom shows 'Page: 1 of 1', 'Word Count: 0', and the system clock '9:35 PM 1/1/2010'.

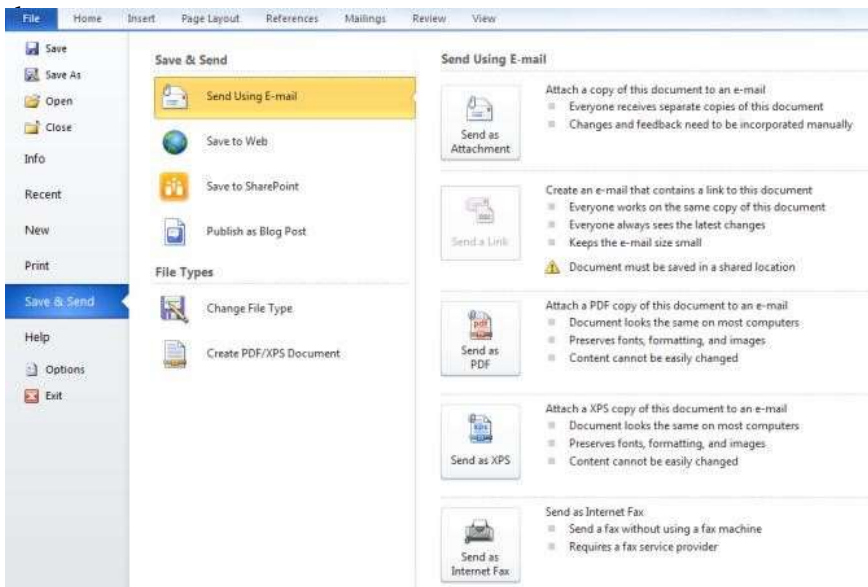
1. Open all the documents you have saved on your flash drive since you started to use Microsoft Word For Beginners.
2. Print each document using a different quality (draft, normal, or best) for each document.
3. Close each document.
4. Prepare for Unit 2 which should be very exciting

## Unit 11

## Emailing

Microsoft Word 2010 now allows you to send your documents by email directly from your Microsoft Word Desktop. No longer do we have to save our documents, and then use another application to send them to recipients. Microsoft Word 2010 has integrated emailing into its standard desktop publication application.

We may achieve the Email dialogue box through the **File** menu on the new integrated menu bar in Microsoft Office 2010. Click the **File** tab on the integrated menu bar, then click **Save and Send**. This will take you to the Email dialogue box.

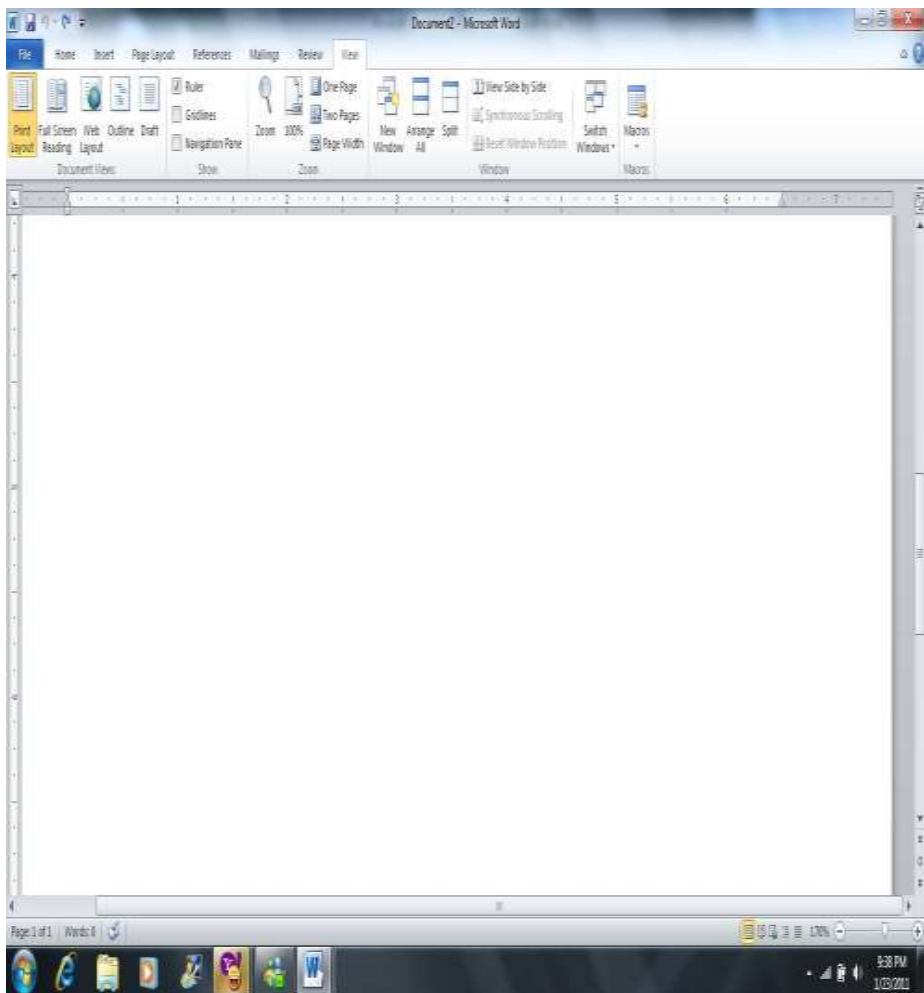


From the **Save & Send** dialogue box you may choose to send the document as an email, upload and save it to a website, publish it in a blog or share it over a network. If you choose to send it as an Email Message you may choose either to send it as an attachment in the Microsoft Word .docx format or you may send it as a PDF file. It is often times safer to send your documents in PDF format since the recipient may not easily make changes to PDF files. You may also send your document as a fax if you have the fax service set up on your computer.

## Assignment 13

Write a short letter explaining to your friend about the new feature which Microsoft 2010 offers that allows you to email your documents directly from your Microsoft Word desktop.

Email this letter to your friend and to yourself directly from your Microsoft Word desktop both as an attachment and as a PDF file.



## Section 2

### Inserting Objects

Microsoft Word allows you to include objects such as tables, pictures, charts, and other auto shapes into your documents. These objects not only enhance the overall presentation of your documents but also help you to explain critical points within your documents. In this section we will examine the different ways in which we can enhance your Microsoft word documents with objects.

**Notes:**

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins or other markings on the paper.

---

---

## Unit 11

### Tables

A table is made up of rows and columns of cells that you can fill with text and graphics. Tables are often used to organize and present information. It's helpful to know what the various parts of a table are called.

		Table Move Handle		
			C	
		R	O	W
			L	
			U	
			M	
			N	<u>CELL</u>
		Table Resize Handle		

A table is made of small boxes called **cells**. The cells arranged in vertical and horizontal order. A horizontal arrangement of cells is known as a **Row**, while a vertical arrangement of cells is called a **Column**. The table above has 6 rows and 3 columns, therefore it has 18 cells.

The move handle, located at the top right hand corner of the table, is used to move the table and the resize handle, while the table resize handle is used to make the table larger or smaller. These handles are not generally visible. If you wish to utilize these handles you have to hover the mouse pointer over the table for them to appear.

## Creating A Table

Microsoft Word 2010 offers a number of ways to make a table. The best way depends on how you like to work, and on how simple or complex the table needs to be.

### Using The Table Icon


The table icon is now located within the insert tab on the new and improved, integrated menu bar.



1. Click where you want to create a table
2. Click **Table** icon within the **Insert** Toolbar tab
3. Drag across and down to select the number of rows and columns you want to use.



### Using The Table Command

Use this procedure to make choices about the table dimensions and format before the table is inserted into a document.

1. Click where you want to create a table.
2. Click **Table** icon within the **Insert** Toolbar tab.
3. Click **Insert Table**.
4. Under Table size, select the number of columns and rows.
5. Under Auto fit behavior, choose options to adjust table size.
6. To use a built in format, click Auto Format. Select the option you want.



### **Draw a more complex table**

Microsoft word allows you to draw complex tables – for example, one that contains cells of different heights or a varying number of columns per row.

1. Click where you want to create the table.
2. Click **Table** icon within the **Insert** Toolbar tab.
3. Click **Draw Table**.  
The mouse pointer will change to resemble a pencil.
4. To define the outer table boundaries, draw a rectangle. Then draw the column and row lines inside the rectangle.

To erase a line or block of lines, hold down the shift key and the mouse pointer will change from a pencil to an eraser. Click the lines you want to erase while still holding down the shift key.

When you finish creating the table, click a cell and start typing or insert a graphic.

**Note** Hold down CTRL to automatically apply text wrapping while you draw the table.

### **Copying A table**

1. Rest the pointer on the upper left corner of the table until the table Move handle appears. (Do not click)
2. Rest the pointer on the table move handle until a four headed arrow appears. (Do not click).
3. Press and hold the CTRL key, and drag the copy to a new location.

**Note** You can also copy a table selecting it and then using the copy and paste functions.

### **Delete A Table Or Clear Its Contents**

In Microsoft Word you can delete an entire table or you can just clear the contents of cells without deleting the cells themselves.

#### **Deleting A Table And Its Contents**

1. Use the left mouse button to click the table move handle  
This will block the entire table
2. Press the Backspace key (the delete key will only erase the contents from the table)

#### **Clear The Contents Of A Table**

1. block the cells, rows or columns, you wish to clear
2. Press **Delete**  
If you block entire rows or columns and press the backspace key the entire rows or columns will be deleted

#### **Delete A Row**

1. Block the entire row
2. Use the right mouse button to click on the row
3. Use the left mouse button to choose **Delete Row** from the dropdown menu.
- 3A. or just press the backspace key

#### **Deleting A Column**

1. Select the entire column
2. Use the right mouse button to click on the column



- 3. Use the left mouse button to choose **Delete Column** from the drop-down menu.
- 4A. or just press the backspace key

**Notes:**

---

---

---

---

---

---

**Blocking (Selecting)**

**To block a Cell**

Click the left edge of the cell

**To block a row**

Click to the left of the row.

**To block a column**

Click the column's top grid or boarder.

**To block multiple cells, rows, or columns** Drag across the cell, row, or column.

Or select multiple items that are not necessarily in order.

Click the first cell, row, or column you want, press CTRL, and then click the next cells, rows, or columns you want.

**To block the Entire Table**

Click the table move handle, or drag over the entire table.

**Notes:**

---

---

---

---

---

---

---

---

---

---

---

---

---

## **CHANGE THE ORIENTATION OF TEXT**

Microsoft word allows you to change the text orientation in table cells so that the text is displayed vertically or horizontally.

<u>MICROSOFT</u>	<u>MICROSOFT</u>	<u>MICROSOFT</u>
------------------	------------------	------------------

1. Right Click the table cell that contains the text you want to change. (if more than one cells or rows or columns first block the area)
2. From the drop down menu, click **Text Direction**.
3. Click the orientation you desire.



### **Change the Alignment of Text in a Table Cell**

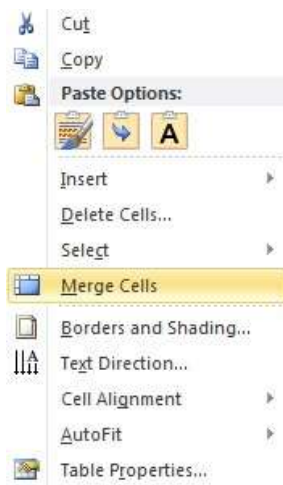
By default, Microsoft word aligns text in a table to the upper left of a cell. You can change the alignment of text in a cell – both the vertical alignment (top, center, or bottom) and the horizontal alignment (left, center, or right).

1. Right Click the cell that contains text you want to align. (if more than one cells or rows or columns first block the area)
2. From the drop down menu choose **Cell Alignment** then select the option for the horizontal and vertical alignment you want from the pull out menu.

### **Merging Cells into One Cell in a Table**

Microsoft Word allows you to combine two or more cells in the same row or column into a single cell. For example, you can merge several cells horizontally to create a table heading that spans several columns.

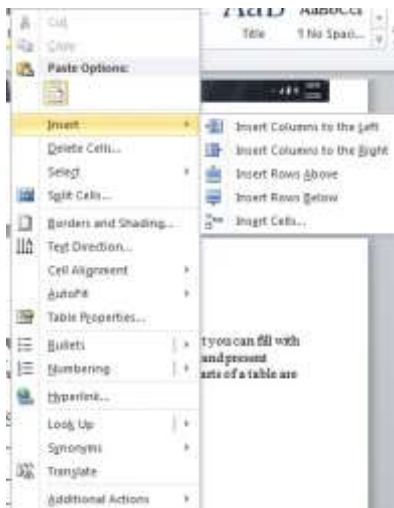
1. Block the cells you intend to merge.
2. Right Click the blocked cells 3.  
From the Drop down menu choose **Merge Cells**.



### **Add Cell, Row, or Column to a Table**

Select the same number of cells, rows, or columns as the number of rows or columns you want to insert.

1. Right Click the area where you wish to insert the Cell, Row or Column.
2. From the drop down menu choose the required option.




### **Resize all or part of a table**

Microsoft word allows you to change to width of individual rows or the height of columns to any size you require. You may also change the size of the entire table. To do this, follow these simple steps.

### **Resize an entire table**

1. Rest the pointer on the table until the resize handle appears on the lower- right corner of the table.
2. Rest the pointer on the table resize handle until a double-headed arrow appears.
3. Drag the table boundary until the table is the size you want.


### **Change Column Width**

Rest the pointer on the column boundary you want to move until it becomes  and then drag the boundary until the column is width you want. You may also double click with the left mouse button to auto fit all the column width to the text in the column. You may also auto fit all the column widths to the text in each column by selecting the entire table and double clicking the left mouse button on any of the column borders.

### **To change a column width to a specific measurement**

Click a cell in the column. On the **Table** menu, click **Table Properties**, and then click the **column** tab. Select the options you want.

### **Change row height**

Rest the pointer on the boundary you want to move until it becomes,  and then the boundary to the required height.

To change a row height to a specific measurement, click a cell in the row. On the **Table** menu, click **Table Properties**, and then click the **row** tab. Select the option you want.

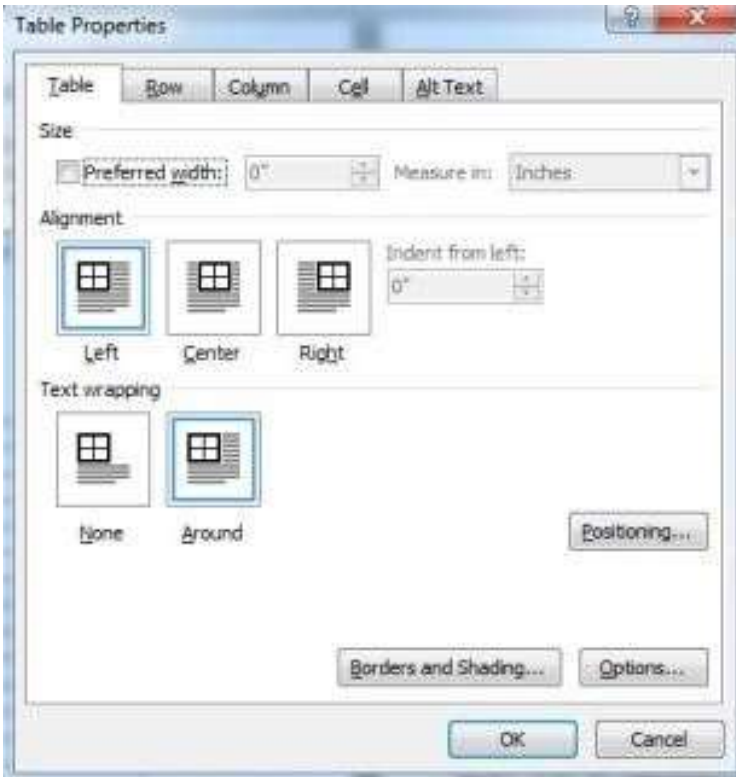
### **Make multiple columns or rows the same size**

1. Block the columns or rows you want to make the same size.
2. Right Click the blocked area and choose **Distribute columns Evenly** or **Distribute rows Evenly** from the drop down menu

## Using Table Properties Menu

You may also table properties to complete all the methods you have learned so far. To do so, follow these simple steps.

1. Select the area you intend to enhance.
2. Use the right mouse button to click on the selected area.
3. Use the left mouse button to click on **Properties**.
4. From the table properties dialogue box make the desired changes.



## Assignment 14

Prepare the following table then follow the instructions below

The screenshot shows a Microsoft Word document titled 'Document2 - Microsoft Word'. The ribbon is set to 'View', and the 'Navigation Pane' is visible on the left. The main content area contains a table representing a school timetable. Below the table, there is a list of nine instructions for formatting and saving the document.

	09:00 – 10:00	10:00 – 11:00	11:00 – 12:00	12:00 – 1:00	1:00 – 2:00
<b>Monday</b>	MATH	ENGLISH	SCIENCE	<b>LUNCH</b>	MUSIC
<b>Tuesday</b>	GEO	READING	WRITING		ENGLISH
<b>Wednesday</b>	DRAMA	ART	MATH		MATH
<b>Thursday</b>	SPANISH	WRITING	READING		ART
<b>Friday</b>	ENGLISH	SCIENCE	GEO		SPEECH

1. The cells under the period 12:00 – 1:00 are merged
2. The orientation was changed to horizontal
3. Centre the text in all the cells
4. Merge the cells in the top row and insert the heading **My School Timetable**
5. Add a row below the last row
6. Copy the table to the lower half of the page
7. Save the document as **My Timetable**
8. Print the document
9. Close the document and exit Microsoft Word

## Unit 12

### Working With Pictures

Microsoft Word allows you to enhance the presentation of your documents using graphics and other art forms. There are two types of picture graphic forms used in Microsoft Word: - **Bitmap Pictures** and **Drawn Objects**.

#### Bitmaps

Bitmap pictures (also called paint-type images) are made from a series of small dots, much like a piece of graph paper with specific squares filled in to form an image. All scanned graphics and photographs are bitmaps. When they are resized they lose definition, because the individual dots that make up the picture is actually being stretched and hence become visible.

#### Drawn Objects

Drawn pictures (also called vector drawings) are created from lines, curves, rectangles, and other objects. The individual lines can be edited, moved and rearranged. When a drawn picture is resized, the computer redraws the lines and shapes so that they retain their original definition and perspective. Because a drawn picture is made of lines and shapes, you can group and regroup, reorder, and change the colour of one or all parts of the picture.

#### Notes:

---

---

---

---

---

---

---

---

---

---



---

## Inserting pictures

Microsoft word allows you to insert pictures from scanners or digital cameras or ones you previously stored in your in your files. You may also insert clip arts. These pictures were redesigned and pre stored on your computer. To insert pictures follow one or more of the following simple steps.

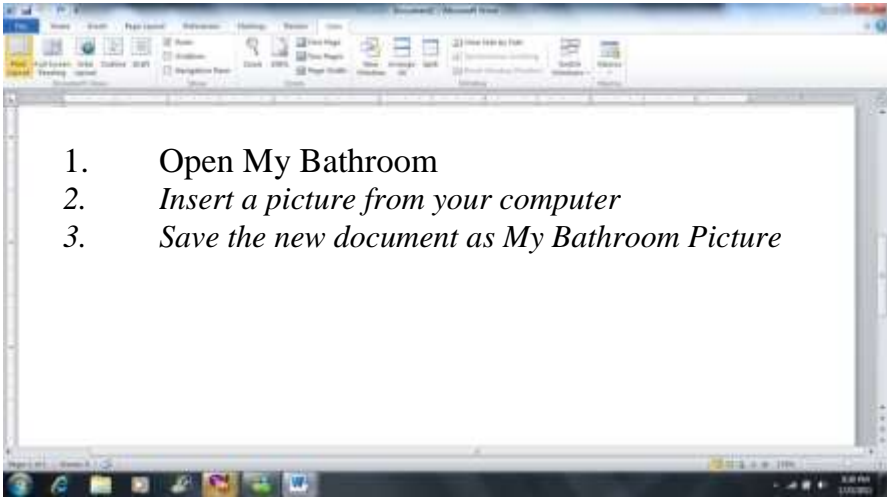
### **Inserting pictures from your files**

1. Click where you want to insert the picture.
2. Use the left mouse button to click on the insert tab on the new integrated menu bar
3. Click the Picture icon



4. Search your files for the picture you want to insert.
5. Double click the picture you want to insert.

## Assignment 15



### Inserts clip Arts 1.

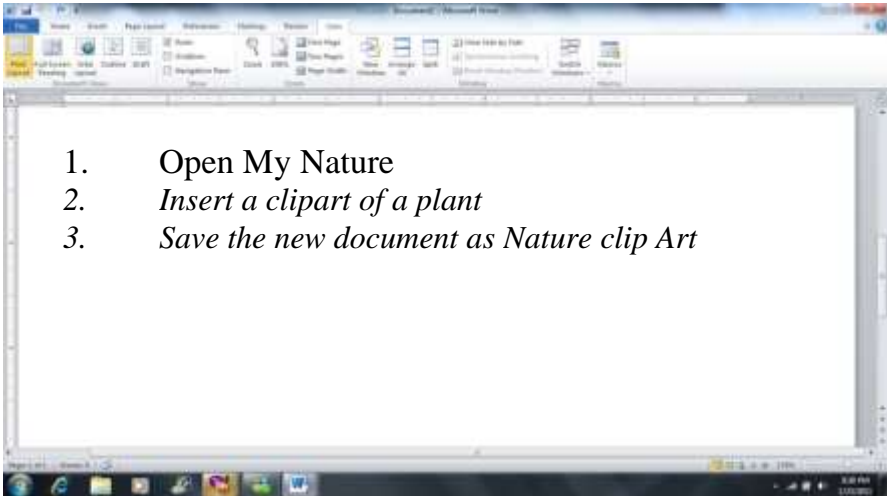
Click where you want to insert the clip art.

2. Use the left mouse button to click on the insert tab on the new integrated menu bar.
3. Click the Clip Art Icon



4. Search through the list of clip arts in the clip arts in the clip dialogue box until you find a suitable clip art or type the name of the clip art you wish to find (example “Car”).
5. Double-click the Click Arts want insert.

## Assignment 16



### Insert a picture from a Digital Camera or removable disk

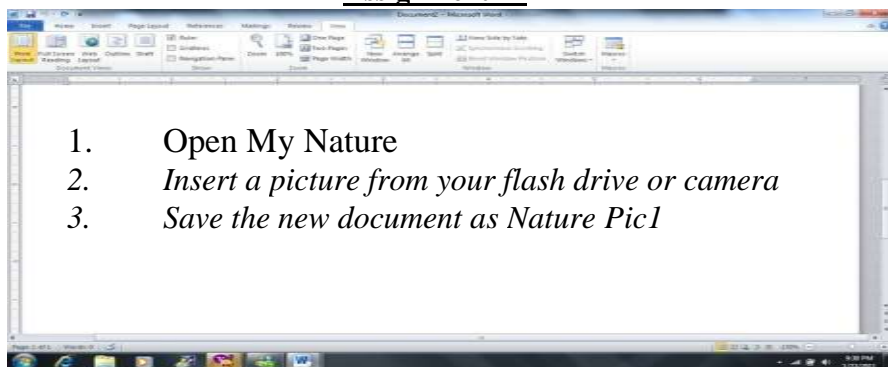
1. Plug the camera or removable disk to the USB port of your computer
2. Click where you want to insert the picture.
3. Use the left mouse button to click on the insert tab on the new integrated menu bar 4. Click the Picture icon




k

5. Scroll through the folders on the extreme left of the **Insert Picture** dialogue box
6. click on the desired drive or device
4. Search your files for the picture you want to insert.
5. Double click the picture you want to insert.

### Assignment 17



### Resizing Pictures

1. Click on the picture
2. Place the pointer on one of the corner points until it becomes 
3. Press and hold down the left mouse button while you drag out or in to stretch or compress the picture.
4. You may also stretch a picture by using the right mouse button to click on the picture then choosing **Format Picture**. From the **Format Picture** dialogue box you may choose the **Size** tab and set the desired size for your pictures. To prevent disfiguring pictures check the **Lock Aspect Ratio** check box before you change the sizes.

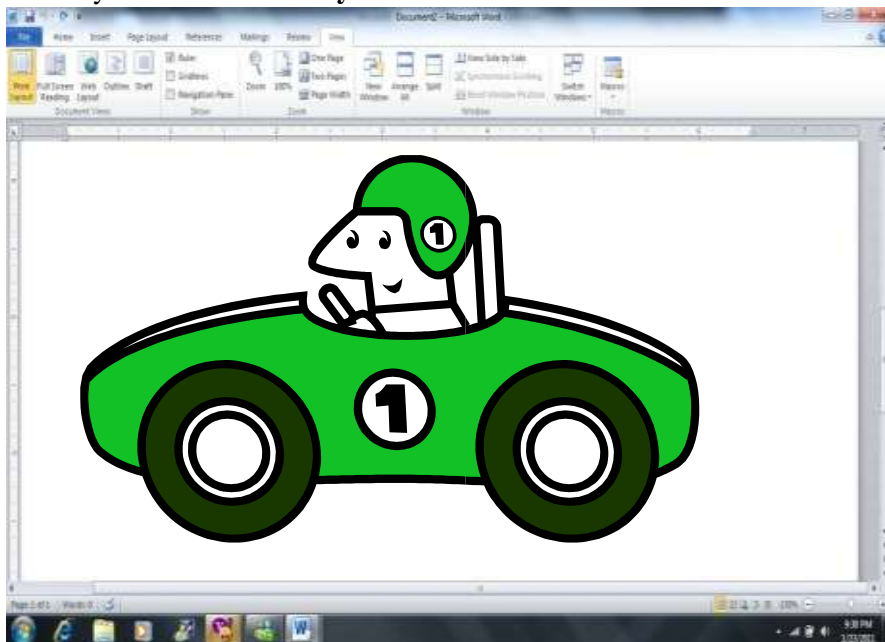
**N.B.** Never stretch a picture from the sides, top, or bottom resize handles because doing so will deform your pictures.

## Assignment 18

Insert a clip art of a

Then resize the clip art so it fills the screen

Save your document as **My First Resize**



## Rotating Pictures/Clip Art

Have you ever seen a book where one picture is taken but the person or thing is facing different directions in different prints? You can do it too. Microsoft Word allows you to rotate and flip pictures to create the affects you desire. To do this, follow the instructions below.

1. Double Click on the picture/clipart  
This should reveal the new integrated pictures toolbar



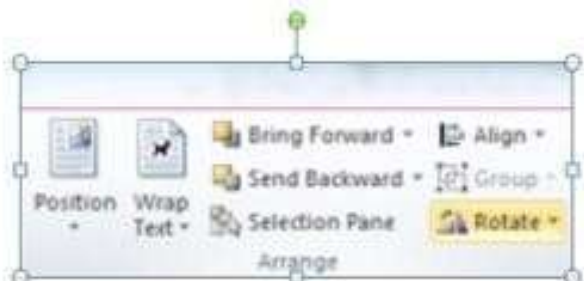
- Find the **Arrange** dialogue box within the new integrated pictures toolbar



3. click the **Rotate**
4. Choose your desired rotation or flip mode

5. You n  
pictur
6. If you

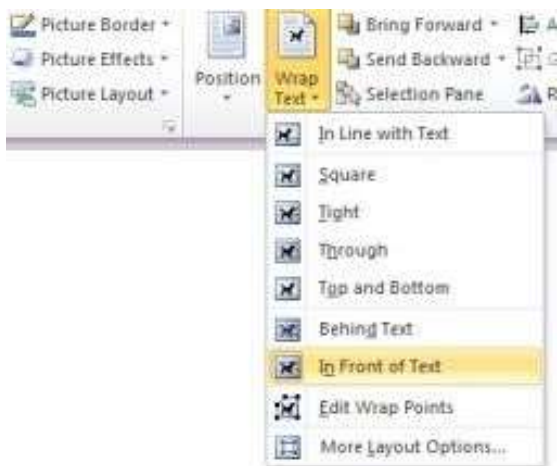
handle and freely rotate in whatever direction you wish. The rotation handle is a green dot above the top centre resize handle.



### **Formatting Picture Layout**

Microsoft Word allows you to determine whether your pictures are placed in front or behind the text in your documents. You may also choose to have the text wrapped close around the picture or in a square. To do this, follow one or more of these simple steps.

1. Double click the picture/clip art.  
This should reveal the new pictures integrated toolbar
2. Find the **Arrange** dialogue box within the new integrated pictures toolbar
3. Click **Wrap text** and choose the desired text wrap style



**N.B** after inserting pictures or clip art it is important to choose to put text either in front of text or behind text at first in order to move, rotate, and flip them. After you have finished making changes to your pictures then you can choose other text wrap styles as desired.

### **Formatting Picture Colour**

Microsoft Word 2010 allows you to adjust the colour brightness and contrast of your pictures. You may even remove the background and add artistic effects to your pictures..

These features are available in the **Adjust** dialogue box, located within the new integrated pictures toolbar.



### **Moving Pictures**

In Microsoft Word2010, you will have to format the layout of your pictures before you can move them. As mentioned earlier pictures must be placed either in front of text or behind text before they can be moved. After you have formatted the layout of your pictures, follow the following steps.

1. Position the mouse pointer on the picture
2. Press and hold down the left mouse button
3. While holding down the left mouse button, drag the picture to the section of the page where it is desired.
4. Release the left mouse button.

### **You may also:**

1. Select the picture
2. Use the navigation (arrow) keys to move in the desired direction
3. Pressing the **Ctrl** key in conjunction with the arrow keys will move the picture the shortest distance.

### **Copying Pictures**

In Microsoft Word2010, it is recommended that you format the layout of your pictures before you can move them. It is recommended that you place the pictures either in front of text or behind text before you attempt to copy them. After you have formatted the layout of your pictures, follow the following steps.

1. Position the mouse pointer on the picture.
2. Press and hold down the **Ctrl** key in conjunction with the left mouse button.



3. While holding down the **Ctrl** key, press and hold down the left mouse button. Drag the picture to the section of the page where the copy is desired.
4. Release the left mouse button.

You may also right click on the picture, choose copy then right click in the area you wish to paste the copy of the picture and click paste.

**Notes:**

---

---

---

---

---

---

---

---

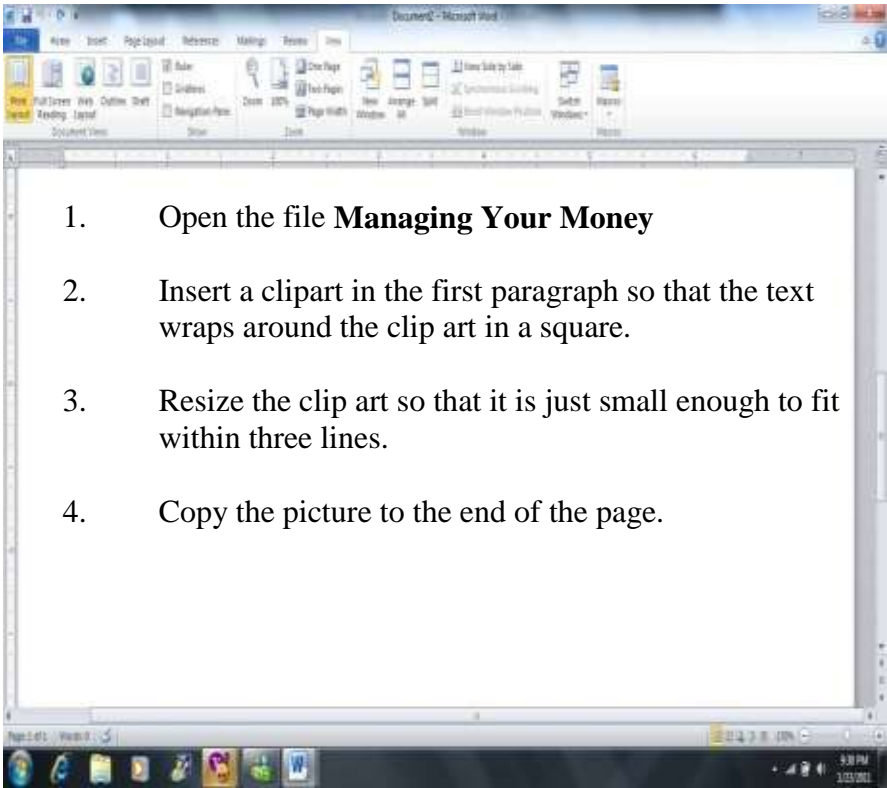
---

---

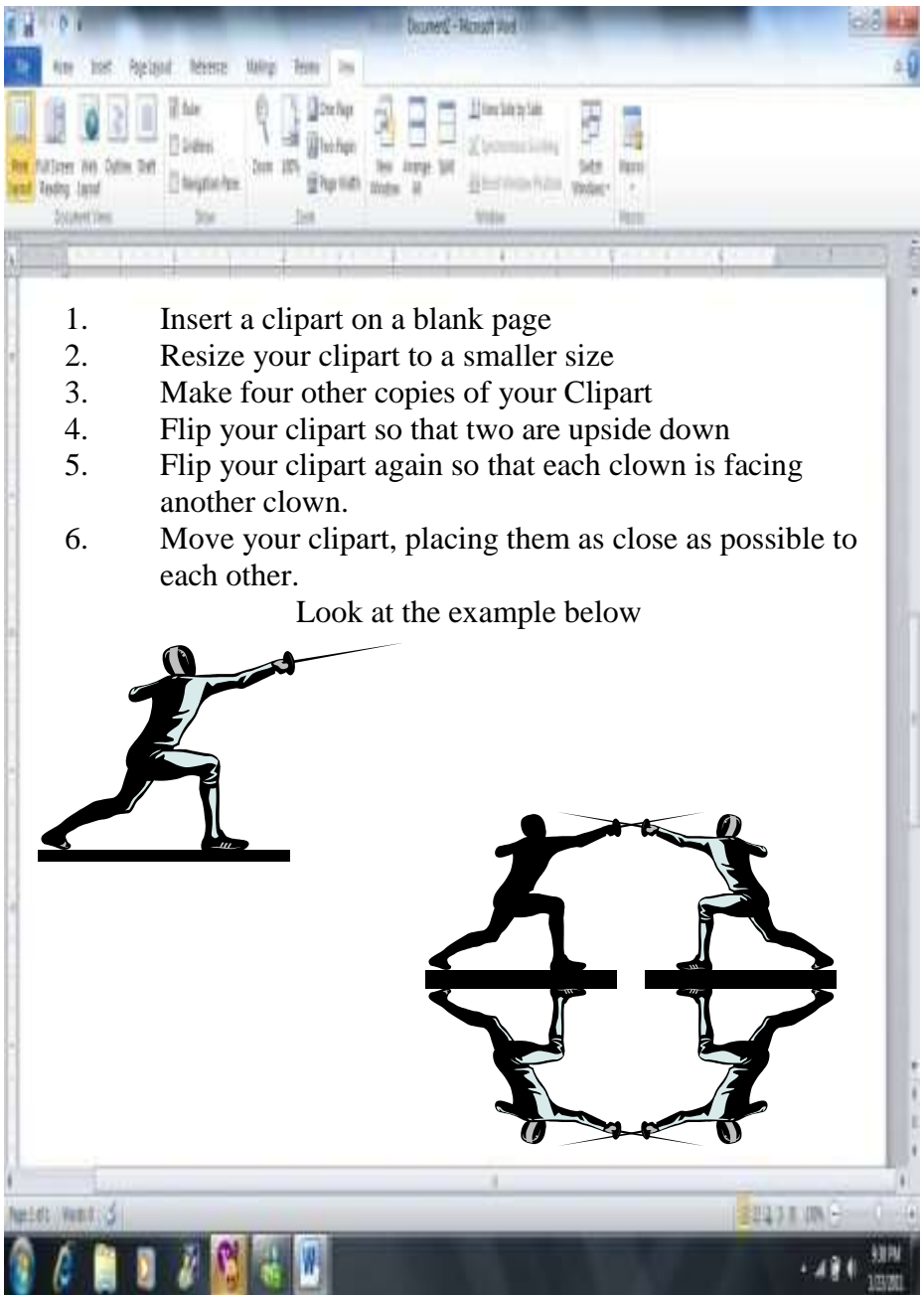
---

---

**Assignment 13**



### Assignment 14



## Unit 13

### Auto Shapes

## What are Auto Shapes

Auto shapes are a group of ready-made shapes that includes basic shapes, such as rectangles and circles, plus a variety of lines and connectors, block arrows, flowchart symbols, stars and banners, and callouts) available on the **Drawing** toolbar include several categories of shapes, flowchart elements, stars and banners, and callouts. Text boxes can be treated as shapes. They are formatted, in many of the same ways shapes are formatted, including adding colors, fills, and borders.

Shapes can be resized, rotated, flipped, colored, and combined to make more complex shapes. Many have an adjustment handle, this is yellow diamond – shaped handle used to adjust the appearance but not the size of most Auto shapes. For example, you can adjust a rounded rectangle to be more prominent feature of a shape – for example; you can change the size of the point on an arrow.

## Inserting Auto shapes

1. Use the left mouse button to click the new integrated **Insert** toolbar tab.

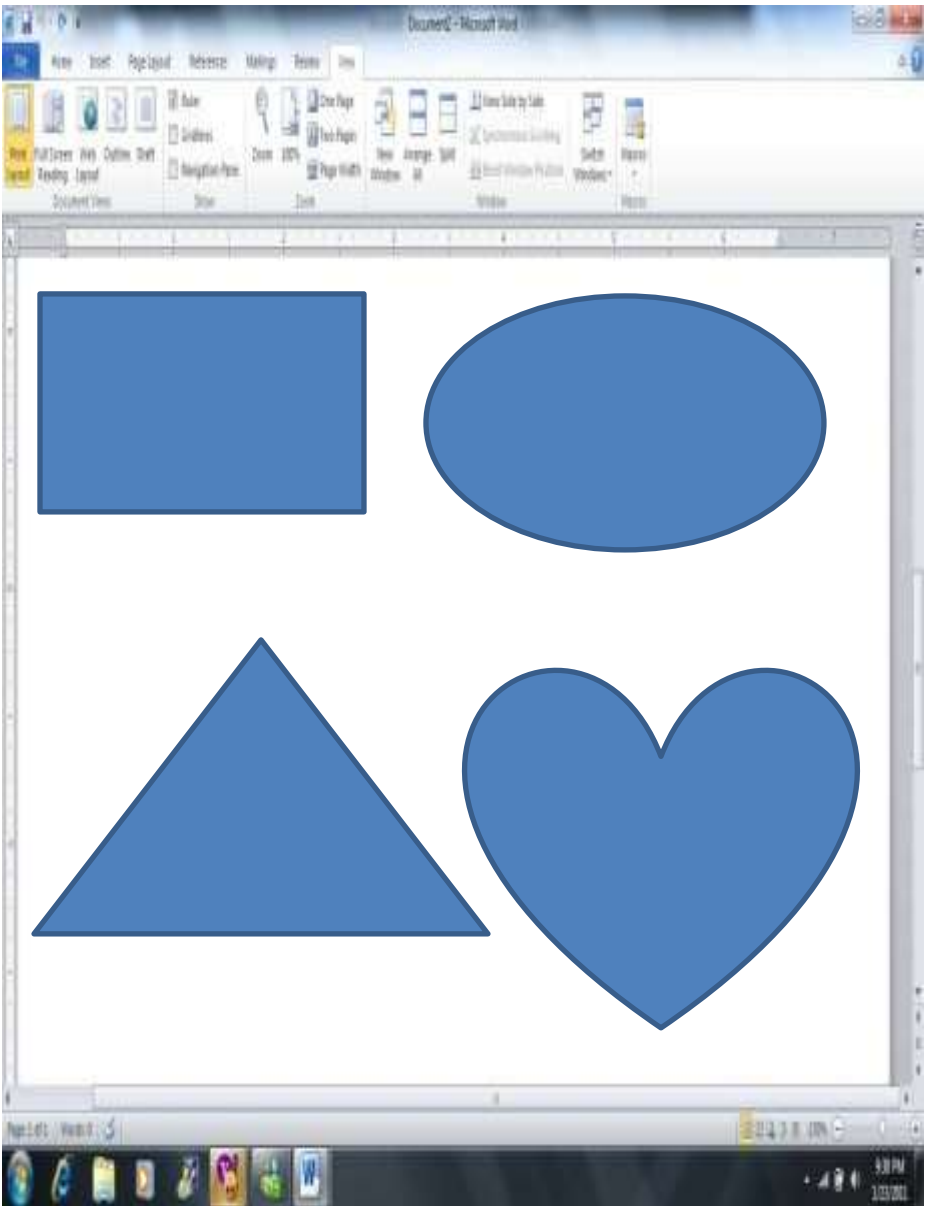


2. Locate the **Illustrations** mini dialogue box within the entreated **Insert** toolbar.



3. Click **Shapes** and choose the shape you wish to draw
4. Position the cross where you intend to draw your auto shape. Press and hold down the left mouse button while you drag the mouse to insert and size your auto shape.

## Assignment 15



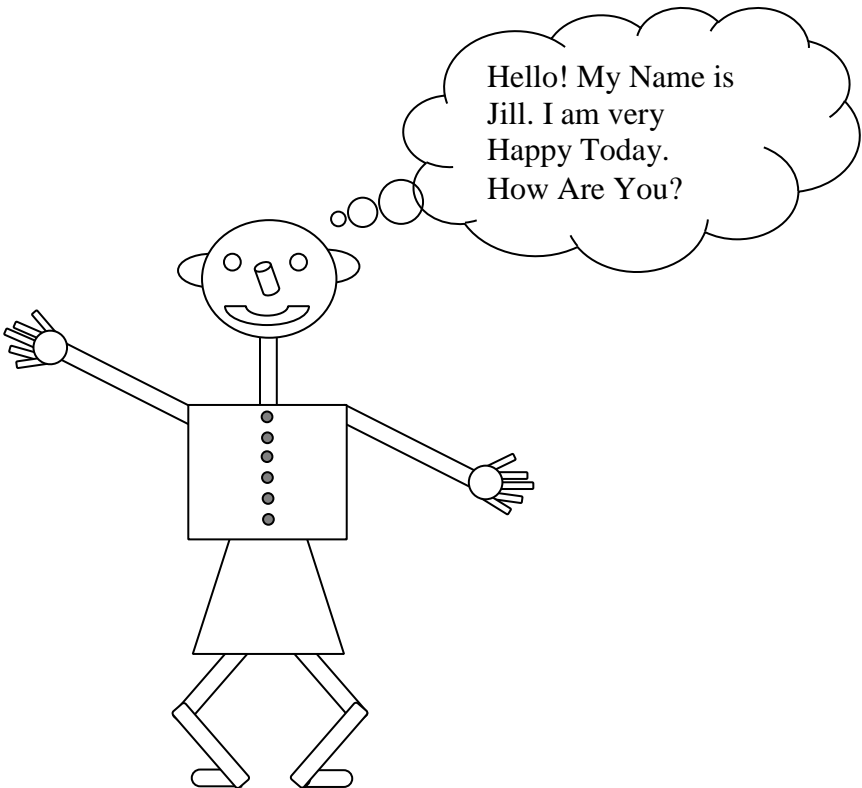
Insert the following auto shapes on a blank screen

### **Resizing Auto Shapes**

Auto shapes are resized, moved, copied, rotated, and flipped in the same way as pictures.

### **Assignment 15**

Use auto shapes to complete the following diagram.



### **Unit 14** **Working with Word Art**

Microsoft word allows you to insert decorative text into your documents. This type of decorative text which may include 3D is called **Word Art**. You may add shadows, or even choose to rotate or stretch word arts. Since word art is a drawing object, you are allowed to change its shape, size, Colour and effect in the same way you would do to a picture, auto shape, clipart or other drawing object.

To insert a word art in Microsoft Word 2010, follow the simple instructions below.

1. Position the cursor at the point where you intend to insert the **Word Art**.
2. Click the new integrated **Insert** toolbar tab and locate the **Text** mini dialogue box.



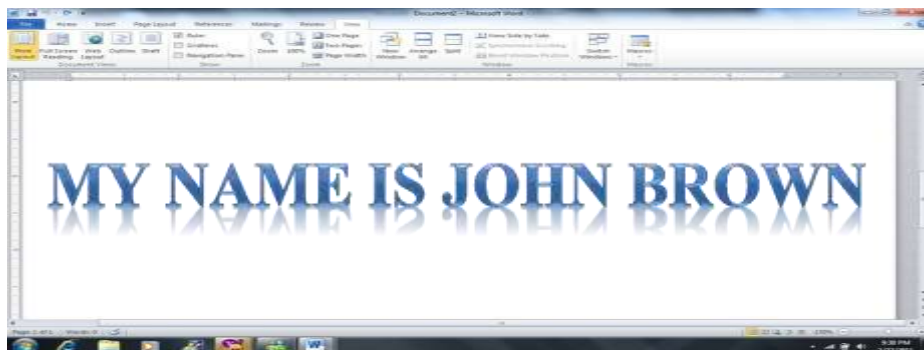
3. Click the **Word Art** icon and choose the work art style you desire to use.



You may also block an area of text and use steps 2 and 3 above to transform the blocked area of text into a Word Art.

### **Assignment 16**

Type your name on a blank screen and transform it into a Word Art



## Changing the shape of Word Art

Word Arts may take a variety of shapes sizes and colours. Changing the Shape of a word art is very simple in Microsoft Word 2010. Follow the simple steps below in order to change the shape of your word art

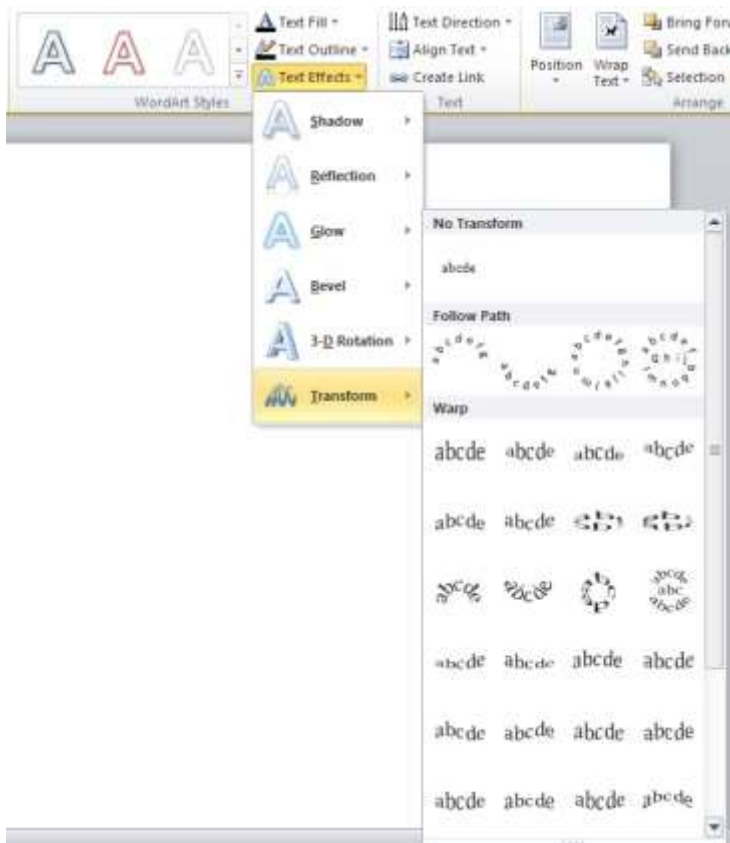
1. Click the Word Art
2. Double click the outline of the Word Art

This will reveal the new integrated **Drawing Tools** toolbar



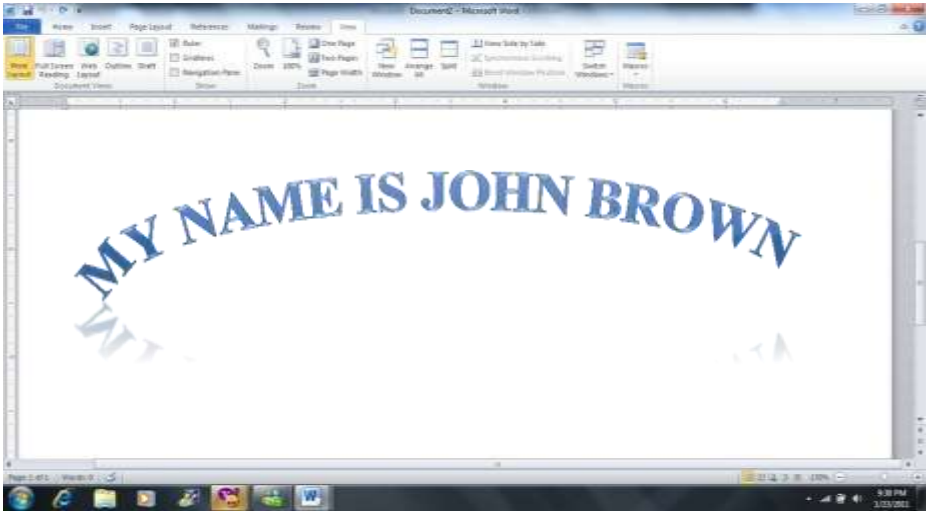
3. Locate the **Text** dialogue box within this integrated Drawing Tools toolbar and click **Text Effects**.
4. From the dropdown menu select **Transform** then choose the shape you desire for your Word Art from the transform drop down menu





### **Assignment 17**

Transform the Word Art from Assignment 16 into a circular format like the example below



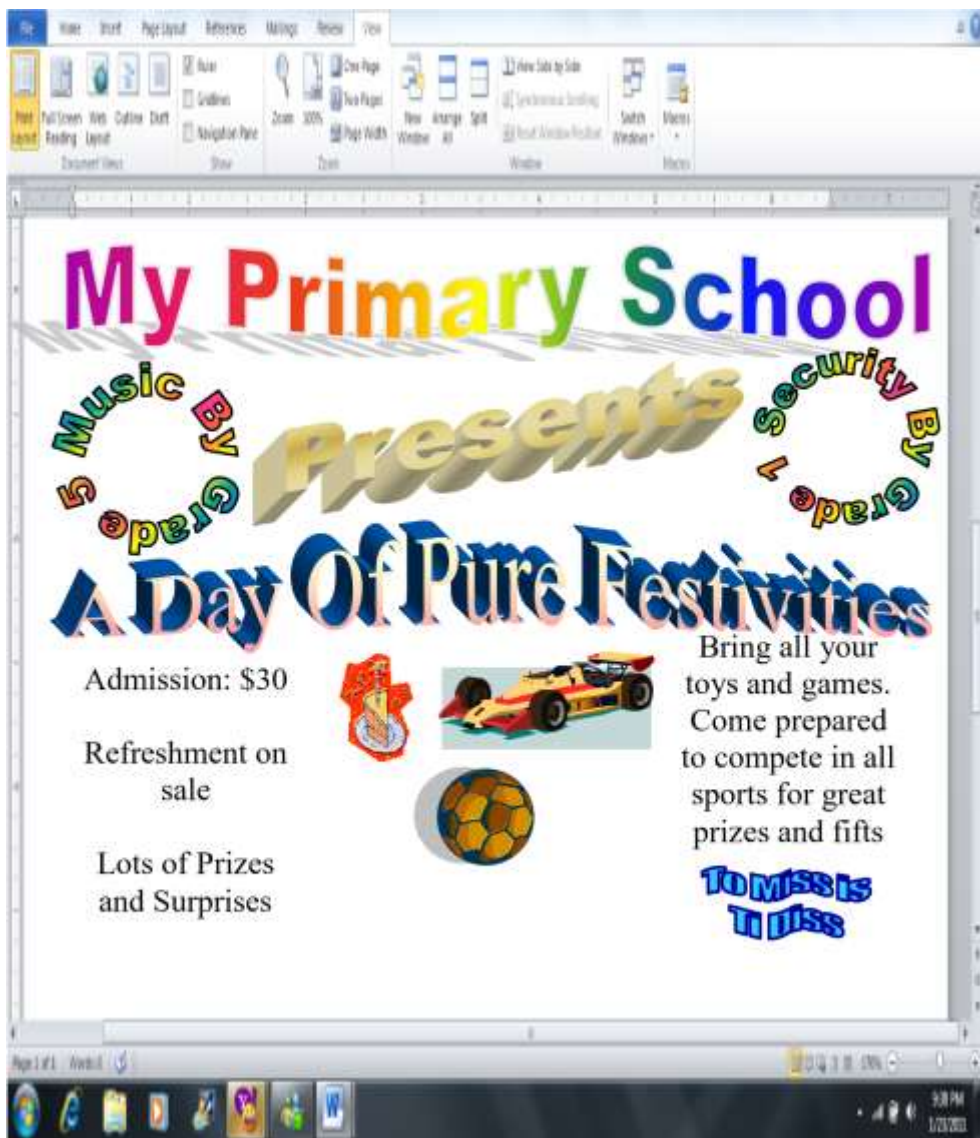
## **Text Box**

Text boxes allow you to place text anywhere on the page in your documents. Text boxes may be placed within pictures or even inside Word arts. Text boxes may even be placed at the edge of the page, where it is not possible to type normally.

To insert a text box click the new integrated **Insert** tab, locate the **Text** mini dialogue box, click text box and choose the required text box style. You may treat your text box like a picture by changing the size, shape and colour.

## **Assignment 18**

Prepare the following flier using Clip Art, Word Art, Auto Shapes and any other methods available to you.



## Unit 15

### Mail Merge

Have you ever received a letter from school to be taken to your parents and it is addressed to “Dear Parent/Guardian”? How did you feel about receiving those letters? I am sure you did not view them as being very personal. You probably felt that all the other children in your class or even

in your school got them and that they were not even important. Or you may have been considerate and realized that it would have taken a lot of work to get each letter addressed to the respective parents. This is not so.

Microsoft word allows us to write one letter and address it to many persons using one simple step. This is called **Mail Merge**. It utilizes two parts.

1. the database file
2. The letter

This chapter should be used in conjunction with the next book in this series “**Microsoft Excel for Beginners**”

Let us first look at the first step in creating a mail merge.

What is a database?

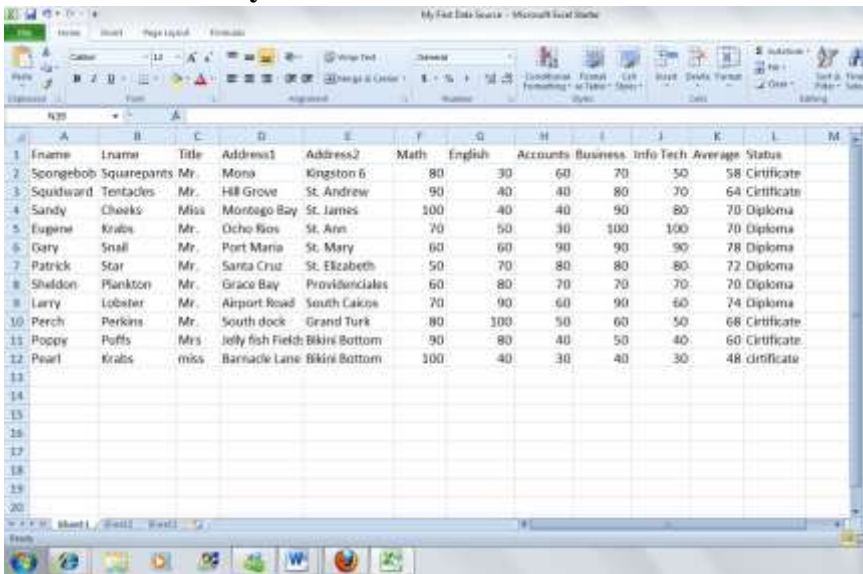
A **DATABASE** is a collection of information organized in such a way that a computer program can quickly select desired pieces of data. You can think of a database as an electronic filing system. Traditional databases are organized into **Records** containing Fields. Each field contains specific information. A telephone book is an example of a database.

<u>First Name</u>	<u>Last Name</u>	<u>Address1</u>	<u>Address2</u>	<u>Address3</u>
John	Andrews	12 Anderson Word	Mona	Kingston 6
Mary	Jones	Apartment 214	Mountain Courts Apt	Kingston 4
Peter	Stephenson	13 Gibraltar Road	Central Village	Spanish Town
Suzanne	Williams	Apartment 100	Floral Courts	Ocho Rios
Phillip	Palmer	15 Rose Street	Central Village	Spanish Town
Mark	Roberts	Baileys Vale District	Port Maria	St. Mary

Mail merge can be used to generate envelopes or letters addressed to numerous people without actually making changes in each document or redoing each document to fit the information of the people who will be affected. Mail merge allows you to put pertinent details relevant to specific people on a form document and print/email this document to multiple people with each person



# Save the File as **My First Data Source**



The screenshot shows a Microsoft Excel spreadsheet with the following data:

	A	B	C	D	E	F	G	H	I	J	K	L	M
	1	Fname	Lname	Title	Address1	Address2	Math	English	Accounts	Business	Info Tech	Average	Status
2		Spongebob	Squarepants	Mr.	Mona	Kingston B	80	30	60	70	50	58	Certificate
3		Squidward	Tentacles	Mr.	Hill Grove	St. Andrew	90	40	40	80	70	64	Certificate
4		Sandy	Cheeks	Miss	Montego Bay	St. James	100	40	40	90	80	70	Diploma
5		Eugene	Krabs	Mr.	Ocho Rios	St. Ann	70	50	30	100	100	70	Diploma
6		Gary	Snail	Mr.	Port Maria	St. Mary	60	60	90	90	90	78	Diploma
7		Patrick	Star	Mr.	Santa Cruz	St. Elizabeth	50	70	80	80	80	72	Diploma
8		Sheldon	Plankton	Mr.	Grace Bay	Providenciales	60	80	70	70	70	70	Diploma
9		Larry	Lobster	Mr.	Airport Road	South Cakoe	70	90	60	90	60	74	Diploma
10		Perch	Perkins	Mr.	South dock	Grand Turk	80	100	50	60	50	68	Certificate
11		Poppy	Puffs	Mrs	Jelly fish Field	Bikini Bottom	90	80	40	50	40	60	Certificate
12		Pearl	Krabs	miss	Barnacle Lane	Bikini Bottom	100	40	30	40	30	48	certificate

Close your spreadsheet and Microsoft Excel.

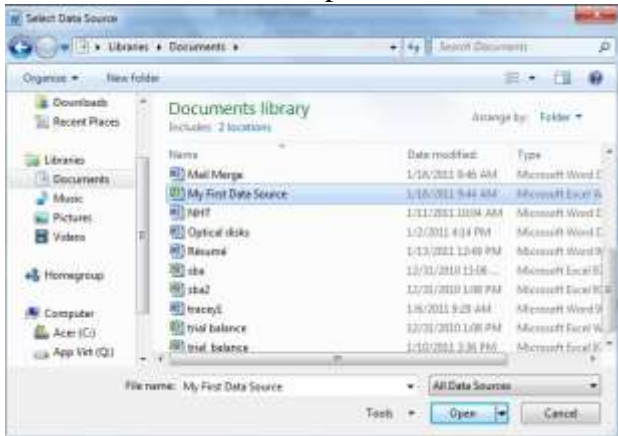
- 1. Click the new integrated **Mailings** toolbar



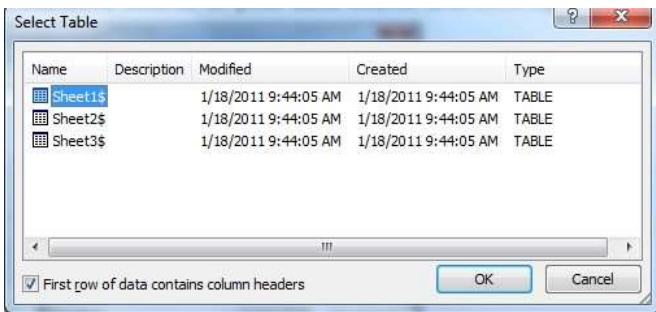
- 2. The fourth (4<sup>th</sup>) button on the Mailings toolbar is labeled **Select Recipients**. Click this button and choose use existing list.



3. The Choose Data source dialogue box should appear. Choose your saved spreadsheet **My First Data Source** as your data source and click Open.



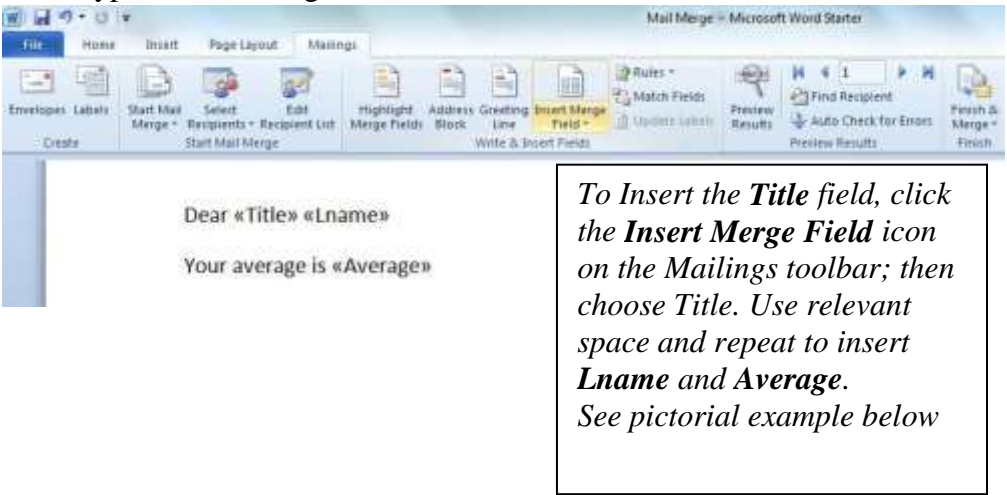
4. You will now be asked to choose the sheet which contains the information for our data source. Since we only entered data in sheet1 of our spreadsheet we will select sheet one. Remember to check the box that indicates that our first row contains column headings so that our mail merger doesn't treat the headings as a field.



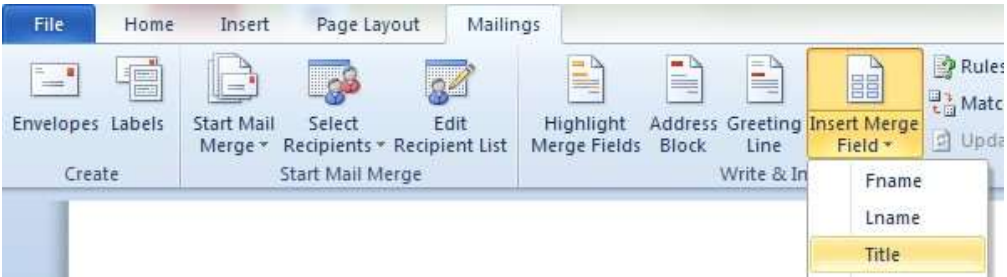
Now that we have created and merged out data source to our document, you will notice that more icons on the **Mailings** toolbar are now available to you. Try to find the **Insert Merge Field** icon. We will be using this icon to insert the required fields from our data source into our new document. We can now begin

preparation of our main document, but before we do that Let us practice a short document to send to all our students which addresses them by title and last name and gives them their unique averages.

Type the following



The screenshot shows the Microsoft Word Mail Merge toolbar with the 'Mailings' tab selected. The document content displays a merged letter template: 'Dear «Title» «Lname»' followed by 'Your average is «Average»'. A text box on the right provides instructions: 'To Insert the **Title** field, click the **Insert Merge Field** icon on the Mailings toolbar; then choose Title. Use relevant space and repeat to insert **Lname** and **Average**. See pictorial example below'.

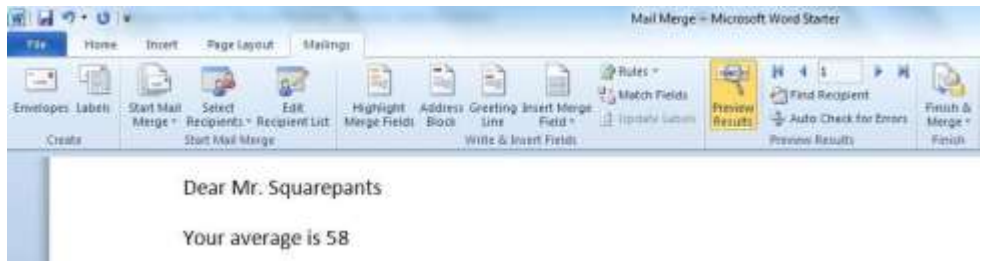


This close-up shows the 'Insert Merge Field' button on the Mailings toolbar. The dropdown menu is open, displaying three options: 'Fname', 'Lname', and 'Title'. The 'Title' option is highlighted in yellow.

Now that we have created our merged document let's take a look at the finished product and view each unique document. The **Preview Results** icon on the Mailings toolbar will replace the merge fields in your document with actual data from your data source so you



can see what the actual document looks like instead of seeing the field names in the document. Let's try it; click the **Preview Results** icon to view the document



**Notes:**

[illegible]

Let us now create our main document. Start a new document in Microsoft Word and choose **My First Data Source** as your data source and complete the following document. Use a table where necessary.

Mail Merge - Microsoft Word Starter

Insert Page Layout Mailings

Start Mail Merge Select Recipients Edit Recipient List Highlight Merge Fields Address Block Greeting Line Insert Merge Field Match Fields Update Labels Preview Results Find Recipient Auto Check for Errors Preview Results Finish & Merge Finish

«Fname» «Lname»  
 «Address1»  
 «Address2»

12 January 1532

Dear «Title» «Lname»;

Your final grades for this school year are as follows:

Mathematics	«Math»
English	«English»
Principles of Accounts	«Accounts»
Principles	«Business»
Information technology	«Info_Tech»

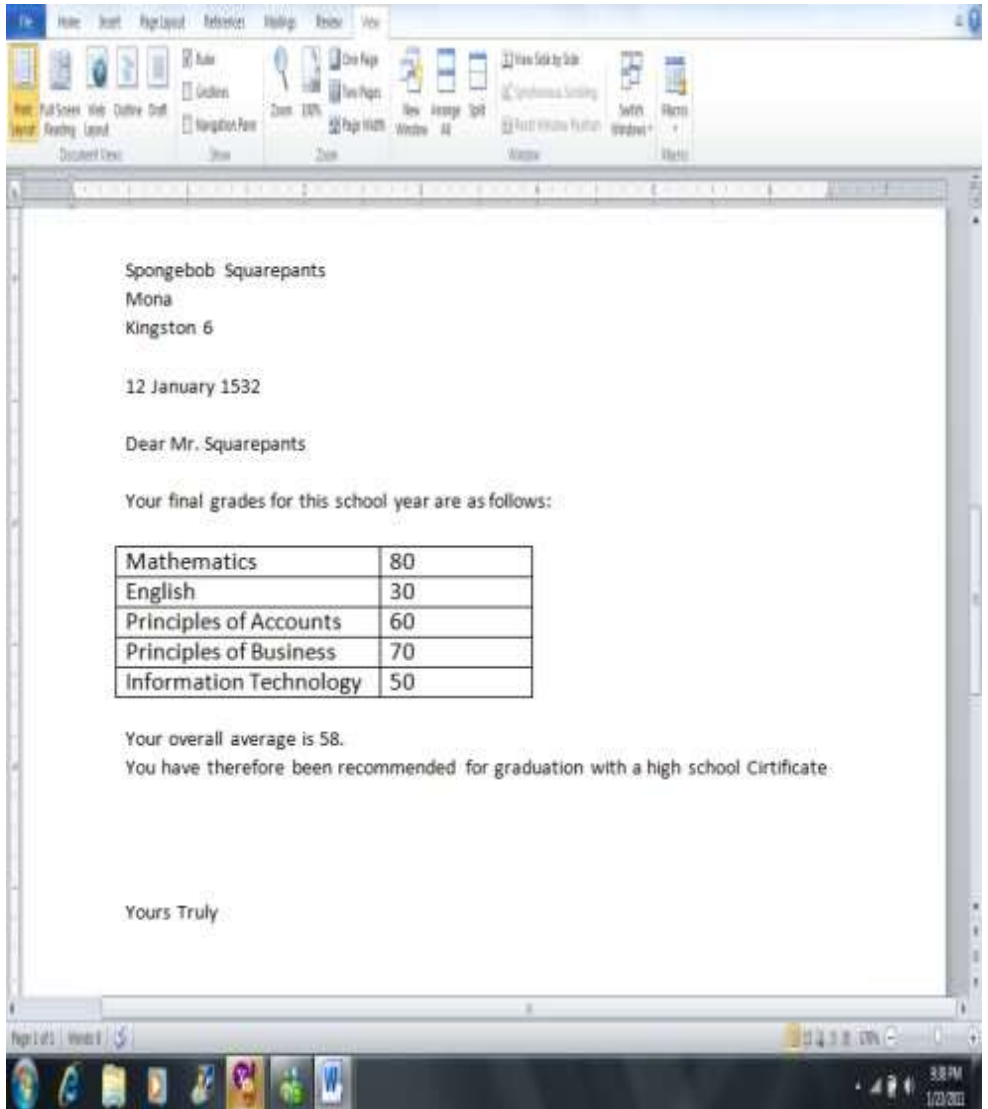
Your overall average is «Average»  
 You have therefore been recommended for graduation with a high school «Status»

Yours Truly

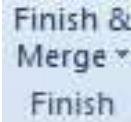
864

Preview your document by clicking on the **Preview Results** icon then review each recipient by using the navigation buttons to the left and right of the record number.





**Finish and Merge** icon will allow you to you to print or email individual documents



**Notes:**

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

### **Other Books in The Series**

# Microsoft Word for Beginners

# Microsoft Excel for Beginners

Teach Yourself to Type in Seven Days

Keyboard Playing for Beginners

The Beginners Guitar Handbook